



Beckley Art Center - Gallery Guidelines

These guidelines serve as a reference for exhibiting artists who are submitting artwork for Beckley Art Center's Dan and Cynthia Bickey Gallery. Below you will find the procedure for exhibition entry, submission and presentation requirements, and other useful information that will help us ensure the organization's mission and Gallery standards.

Exhibition Entry

Beckley Art Center's Dan and Cynthia Bickey Gallery holds approximately eight exhibitions each year: including thematic, invitational, and juried.

Juried and some thematic exhibitions are open to any artist to enter their artwork, both member and non-member. All exhibitions, other than the Juried and Holiday Gift Show, are free for active members of Beckley Art Center (BAC). The BAC Member Exhibitions are open to active members only. All submission fees benefit installation and reception costs.

The exhibition schedule and prospectus for each exhibition can be found on our website at beckleyartcenter.com

Submission Requirements

Submissions for each exhibition must be sent to the Exhibition Committee at: services@beckleyartcenter.com, **unless otherwise noted on exhibition prospectus.**

Artists may submit up to six (6) pieces into any given thematic exhibition; three (3) pieces for the juried exhibition. To submit, digital images of each entry should be attached and sent by email on or before the submission deadline. Images must be .JPEG format in at least 300 dpi. Image files must be titled Lastname_Title and the dimensions of the piece should be included for each piece.

If an artist's work(s) is to be selected for an exhibition, they must complete and submit a consignment form to services@beckleyartcenter.com, **unless otherwise noted on exhibition prospectus.** Fillable PDF consignment forms will be distributed upon



notification of acceptance into a gallery exhibition. *The final decision on whether your artwork will be exhibited is at the sole discretion of the BAC Exhibition Committee.*

Eligibility

- All artwork displayed in the Cynthia Bickey Gallery exhibits must be original (no reproductions).
- Artwork submissions must be completed within five years of the submission date.
- No work previously displayed in a Beckley Arts Center exhibition will be accepted.
- All works must be labeled for sale.

Presentation Guidelines

In order to ensure Gallery standards, we must request that all artists put forth their best effort to present their work in a professional manner.

Labeling

The following information must be attached in some fashion to all work delivered to the gallery:

- Artist name
- Title of the work
- Retail price

Presentation Standards for Two-Dimensional Work

1. All two-dimensional work must be delivered ready to hang. The Gallery's preferred hanger is a wire attached securely to eye hooks or equivalent hardware, (please refrain from using saw tooth hangers, if at all possible). *If the Exhibition Committee has doubts regarding the safety of hanging hardware, they reserve the right to remove pieces from the exhibition.*
2. Mats must be clean and free of debris or pencil marks.
3. Avoid using materials such as duct tape, corrugated cardboard backing, string or cord.
4. Think carefully about frame selections, as buyers are often dissuaded from purchasing artwork displayed in frames that do not enhance the work. When choosing a frame, make sure they are of a quality that is proportional to the price you are charging for your work.
5. Ensure frames meet properly in the corners and that no scratches, chips, or improperly attached wires are present. Also verify that framing glass is clean and free of fingerprints or dust.

Presentation Standards for Three-Dimensional Work

1. All three-dimensional work must be ready to display. If the Exhibition Committee has doubts regarding the structural integrity of a piece, they reserve the right to remove it from the exhibition.



2. All three-dimensional work must be free of chips, scratches, cracks, or other quality issues that are not integral to the formulation or interpretation of the piece.
3. If a piece requires any particular care or treatment, please inform the Exhibition Committee so they can pass this information along to prospective buyers.

Pricing

The value of an artist's work is determined by the artist. All work sold by the Cynthia Bickey Gallery is on a consignment basis with a commission standard of 40% to Beckley Art Center and 60% to the artist. All work must be for sale. Exceedingly high pricing to discourage sales is unacceptable. Prices of artwork should remain consistent no matter how or where it's sold.

Exhibition Participation

1. Exhibiting artists shall not rearrange artwork in any exhibition once it has been installed.
2. Artists shall not remove their work before the final date of the show unless agreed upon before the acceptance.
3. For Juried Exhibition: If artwork is accepted and is unable to be exhibited, for any reason, an artist's artwork may not be included in future juried exhibitions.
4. All work is displayed at the sole discretion of the BAC Exhibition Committee.

Loss or Damage Liability

BAC uses best practices for the security and handling of all consigned objects. The consignor retains responsibility for any and all loss or damage to consigned objects. The consignor may elect to maintain his/her own property insurance. The consignment agreement shall constitute a release of BAC from any liability in connection with the consigned property and in no event will the consignor seek recovery against BAC for damage or loss in relation to consigned objects. BAC can accept no responsibility for any error or deficiency in information furnished to the consignor's insurance or for lapse in coverage.

Publicity

Unless BAC or the Gift Shop Committee is notified in writing to the contrary, it is understood that consigned items may be photographed and reproduced in BAC publications and for publicity purposes directly connected with the Shop and/or BAC including using the images on the BAC website and social media. Unless notified to the contrary, amateur photographers may take pictures of the work if they agree not to use the photographs for commercial purposes.

Withdrawal or Return of Items



Items should not be removed from the Gift Shop by anyone without prior arrangement. At pick up, consignors must sign the Release of Goods line on the Consignment Inventory Form. If a consignor's work is removed by the committee from the Shop, they will be notified within 2 weeks, with conditions for replacing the items, editing the items, or returning the items to the consignor. If the Consignor shall not withdraw such property within thirty (30) days from the date of such notice, BAC shall have the absolute right to dispose of such property in any manner it may elect. Unusual circumstances will be addressed on a case-by-case basis.

Payment of Sold Artwork

At the end of every month, we will calculate your sales and commission payment. If your sales equal \$9.99 or less at the end of the month, your payment will rollover to the next month. If your total commission exceeds \$9.99 at the end of the following month, you will receive your payment for both months.

At the end of the quarter, you will receive your payment, no matter the total. Rollover months (if your consignment is \$9.99 or less) are January, February, April, May, July, August, October, & November. Payment months are March, June, September, and December.

If your commission payment is \$10 or greater at the end of any month, you will receive your payment.

Payments for each month are sent via check within 30 days of the month end commission report, sent to the treasurer at the end of each month.

Beckley Art Group will not reissue a check that is dated past 6-months or that is less than \$25.

Delivery and Pick up

It is the responsibility of the artist to ensure their work is delivered to and retrieved from Beckley Art Center by the assigned deadlines. If an artist is unable to set up a time to drop off or retrieve artwork during regular Gallery Office Hours, other arrangements can be made. For information about shipping artwork, please email services@beckleyartcenter.com.

Please Note: Due to limited storage space, the Gallery is unable to save packing materials.

Opening Receptions

The opening reception is an opportunity to show support for and network with gallery staff and other artists. It is also a chance for those exhibiting to market their work to guests and collectors. We strongly encourage all participating artists to attend exhibit openings and to help us spread the word by inviting friends, family, and collectors to the reception.



Contacts

Visual Arts Director – Saja Montague, saja@beckleyartcenter.com

Executive Director – Robert Moore, robertmoore@beckleyartcenter.com

Exhibition Committee Chairperson – Christine Kinder

Artist Signature _____

Date _____

Gallery Representative Signature _____

Date _____