

Policies and Procedures for Submitting Artwork to the ACA Gallery

The Adrian Center for the Arts seeks to provide a supportive atmosphere for all members and artists wishing to share their creative vision with the community. The purpose of the Gallery is two-fold: to give members a regular opportunity to display and sell new, original works of art and to expand their understanding of visual arts from visiting exhibiting artists. The Gallery Studio (Bldg #46) houses the ACA Gallery which is open to the public Thursday, Friday and Sunday 1-4pm, Saturdays 10am-1pm or by appointment. The gallery is not open on Sundays from Memorial Day- Labor Day. Receptions are generally held on Sunday afternoons. Frequently a short program to enhance communication between artists occurs during the reception. All artists exhibiting in the Gallery are responsible for reading and complying with the policies and procedures below. Should any assistance be needed contact Jill Shaffer shafferjill@comcast.net or (517) 270-2465.

Payment/Artist Agreement

The artist will retain 80% of the sales price of work sold in the Gallery. Payment is made via the US mail within a month following the sale. Any artwork that is purchased will be sold at the price indicated on the Artist Agreement form and on the tags provided by the artist. It is the artists responsibility to properly label and price all artwork submitted for exhibition. Not all works must be for sale, indicate with NFS.

All works must be ready for display, with tag identification affixed and proper devices for two-dimensional works including a hanging wire. We will not hang works with sawtooth hangers. All three-dimensional work must be secure enough to stand safely. Works requiring special installation please contact Jill Shaffer.

Special Instructions for Creating Tags

Two weeks ahead of the hanging date of the exhibition to which you are submitting, email the artist agreement form to Jill Shaffer. This is what needs to appear on your tag which will be placed on the wall by your artwork.

Your Name

Title of Work

Media

Price (remember 20% commission)

12pt Times New Roman font, single spaced NOT bolded or in capitals. This will ensure that wall copy is consistent and look professional. Leave four lines in between each tag so they can be easily cut apart for the wall copy. Remember to print one for each work to affix to your piece for identification purposes.

Detailed information on the exhibition season can be found on the Gallery Schedule on the ACA website/Gallery page. There are also printed copies available in the entry of the Gallery Office.

Final Checklist (These are required to be included in any ACA exhibition)

Two weeks before the show begins:

- Email completed ACA Artist Agreement (found on ACA website in the Instructor/Member portal on the bottom of all website pages) to Jill Shaffer.
- Email this includes tags for your works. **Affix a printed copy of your tag** on each work submitted.