

Key West Art Center, Inc.

Gallery Rules

1. All work shown in the Gallery must be fine art and not craft, photography or digital art category. It must be the original creation of the artist member, not buy/sell or infringing on copyright of any sort.
2. All work accepted for display must be fully signed in and later signed out using the Art Center's system for documentation. Works under glass instead of plexiglass should be specially labeled as such so that extra care will be taken if they are shipped.
3. All work must be for sale. NFS works are not acceptable.
4. Size limitations and shipping: Maximum size of two-dimensional work must not exceed 30" x 40", including the outside measurements of the frame. Maximum size of three-dimensional work must not exceed 70 inches total of the two longest faces. This is due to shipping restrictions as well as fairness to all Art Center members. Framed paintings with glass *are shipped at the risk of the artist*. Damages not covered by insurance are the artist's responsibility.
5. All two-dimensional work submitted for hanging must be attractively framed and sturdily wired using screw eyes or mirror hangers and picture wire for hanging. The following will not be accepted: damaged or dirty frames or mats, glazing, saw tooth or other unstable hangers, inadequate wire, or framing canvas with tape. Works on paper must have matting or spacers to separate it from glass or plexiglass. Oil or acrylic paintings must be on canvas, hardwood panels or masonite. Canvas-covered cardboard is not accepted, but clay board and other specialty archival supports are permitted. Paintings must be completely dry. Gallery Wrap canvases are acceptable with the following conditions: canvas must have at least one-inch sides and the image on the front must be painted around the sides.
6. All three-dimensional work submitted for pedestal display must be sturdy, have a complementary support stand when applicable and be free of dirt and damage.
7. Works on paper are accepted for the bins, both originals and high-quality archival prints. All bin work must be approved by the Art Center before being placed in the bins. Work for the bins must be matted and protected by the same size clear print bag or shrink-wrap. The following will not be accepted: other forms of plastic wrapping or taping, cardboard, dirty or damaged work. It must carry clear identification of the artist and title, and identified as a reproduction/print
8. All accepted work must remain in the gallery for not less than 30 days and not more than nine months. Artists are responsible for dusting and cleaning their own work, including bin pieces. Work that becomes unsuitable for display will be removed and held upstairs for pickup or remedy. Artists should regularly check that location and resolve the status of any work found there.

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Gallery Rules Cont.

9. Artists are encouraged to bring in work that has been completed in the last 2 years, and not previously hung in the Art Center Gallery. Older work will be hung at the discretion of the Art Center. All work must be checked in at the Art Center desk and approved before being displayed in the Gallery. Artists must not hang or display their own work at any time. The Art Center has the right to refuse any artwork submitted for exhibition. Exceptions to Gallery Rules may be approved on a case-by-case basis.

10. Space allocation: If at all possible, at least three works from each artist will hang in the downstairs gallery and a fourth one upstairs. As space permits, others will be hung at the discretion of the Art Center. Whenever possible, an artist's sold work is replaced by other work of that artist. Framed prints are accepted on a limited basis to be hung upstairs in a special section. In order to have prints exhibited, an artist must have sold an original work in the gallery and continue to display their original works along with prints.

ADOPTED

REVISED November 2015, Board of Directors, Key West Art Center, Inc.