

Arts Council of Livingston Parish

Gallery Hanging Rules and Guidelines

Please read, sign and submit this form when you deliver your artwork. Keep a copy for your records.

1. Individual artists seeking to exhibit must be individual members of ACLP. Artists' work must be juried to exhibit.
2. Organizations wishing to hold group exhibits by their members must also be a member.
3. Subject matter must be suitable for family viewing. No portrayal of violence or nudity will be allowed.
4. All art included in exhibit must be for sale.
5. Two-dimensional media (oil, watercolor, acrylic, pen and ink, pencil, mixed media, pastels, charcoal) will be accepted. Art must have a wire connected to eyehooks for hanging. No saw tooth hangers will be allowed because they are not compatible with our hanging system. They are also insecure and could cause damage to the art or injury to a viewer.
6. Three-dimensional work will be considered and may be allowed by special arrangements made with the Arts Council of Livingston Parish Gallery Committee.
7. All work must be dry prior to hanging.
8. **Works must be identified on the piece itself. Labels giving name, address, phone number, title of painting or work, and sale price must be secured to the back of the frame.**
9. Artists are expected to install and take down their exhibit with a board member (except for exhibits with multiple artists).
10. Exhibiting artists are required to provide an inventory/price list of art and other items in the exhibit.
11. **Please provide biographical information or artist statement for publicity purposes. This may be electronic or physical copies, but should be suitable quality for reproduction.**
12. The Arts Council of Livingston Parish will do its best to protect artwork and other items from theft or damage. However, all liability and insurance for work left on display is the sole responsibility of the artist.
13. The Arts Council of Livingston Parish will retain a 20% commission of all sales for the duration of the exhibit and will remit payment to artist at the first of the month.
14. **One piece of artwork cannot be shown more than twice at the gallery.**
15. **Artwork must be picked up by the final pick up date stated below. The first four working days after final pick up date there will be no charge assessed to you. At the start of the fifth working day there will be a \$15 charge each day up to the tenth working day. On the eleventh working day it then becomes the property of the ACLP. (Working Day means days ACLP is open.) The Administrative Assistant, an officer or board member must be present when you pick up your artwork.**
16. Press release statement: The artist gives permission to the Arts Council of Livingston Parish and any agency or website affiliated with ACLP to photograph exhibit and art for publicity purposes only. Otherwise, artist is required to provide materials for publication.

I have read and agree to all requirements and will abide by all of the above. I hereby release the Arts Council of Livingston Parish from any legal liability regarding the exhibit of my work.

Pick up Dates: July 27, 2019

Artist's Name (Please Print) _____

Artist's Signature _____ Date ____ / ____ / ____

To be signed when you pick up your artwork.

Pick up Date ____ / ____ / ____ Artist's Signature _____

**ARTS COUNCIL OF LIVINGSTON PARISH
ART GALLERY AT 133 HUMMELL STREET
DENHAM SPRINGS, LOUISIANA**

NAME _____

ADDRESS _____

PHONE _____ EMAIL _____

NUMBER OF PIECES _____

DATE OF SHOW _____

FOR EACH PIECE, LIST THE FOLLOWING INFORMATION:

1. NAME OF ART PIECE _____

MEDIUM _____

TWO OR THREE DIMENSIONAL _____

PRICE _____

2. NAME OF ART PIECE _____

MEDIUM _____

TWO OR THREE DIMENSIONAL _____

PRICE _____

3. NAME _____

MEDIUM _____

TWO OR THREE DIMENSIONAL _____

PRICE _____