

Art Display Guidelines

GENERAL GUIDELINES - Displays and Exhibits

A primary purpose of Broomfield Art Guild exhibits and shows is to provide opportunities for Guild members to show, sell, and share their art with other artists and the public. The following guidelines are designed to ensure that all artwork is presented professionally and safely, with respect for the artists, viewers, and potential buyers. Please contact a Board member if you have questions about any of these guidelines.

Each art piece submitted for a Broomfield Art Guild exhibit or show shall have an official Broomfield Art Guild tag attached unless an exhibit or show provides preprinted tags. The tag information shall include the name of the piece, the name of the artist, the artist's phone number, and, if the piece is for sale, the sale price (including Guild commission of 10%) and the amount of sales tax (currently calculated as 8.15% of the sale price). NOTE: show or display events located outside of Broomfield may have different sales tax rates. The amount of sales tax should reflect the rate for the venue location.

If the artwork is not for sale, the price may be listed as Not for Sale (NFS). Broomfield Art Guild tags that can be filled out on your computer, can be accessed on the Broomfield Art Guild web site [here](#) or downloaded directly from the web page so you can fill out the form by hand [here](#).

Art Sales -- As a benefit to its members, the Guild provides the option for members to offer their work for sale and to use the Guild sales tax license as a mechanism for paying the State and Local sales tax required on all art sales. For this benefit, the Broomfield Art Guild normally charges a 10% commission on work sold. Any sales made during display or within 30 days of display at a Broomfield Art Guild venue, the artist shall report the sale to the Board. Every effort will be made to avoid the loss of a sale. A sale will allow removal of a piece, with approval of the event chairperson, as long as the piece is immediately replaced with a piece the same size and orientation as the sold piece.

However, the removal of sold artwork during a judged show will **not** be permitted in any case until after the show is complete. The removal of a piece in a juried show must be removed after being rejected by the judge for further consideration in that show.

No inappropriate art shall be displayed in a Broomfield Art Guild exhibit or show. This includes nudes because of the public nature of our exhibit and show sites. No offensive political statements or paintings offensive to any ethnic, religious or other groups may be entered in a Broomfield Art Guild exhibit or show.

FRAMING AND WIRING

All frames must be free of nicks and dust. Mats must be clean and well cut (precut standard size mats are available at local arts and crafts stores and online). Glass or acrylic should be

clean and fingerprint free. If used instead of glass, acrylic should be rigid and fit tight in the frame.

Canvas paintings that are not in a frame must be finished on the edges, and not have any staples showing (Gallery Wrap).

All work must be wired for hanging. Wires should be attached to the back of the art $\frac{1}{4}$ to $\frac{1}{3}$ of the height of the artwork down from the top. "D" rings, or a similar flat attachment device should be used to attach the wire to the frame. No eye screws or sawtooth hangers shall be allowed.

On each side the wire should be threaded through the "D" ring twice and then firmly and tightly wound back around itself. The wire should be made as taut as possible. On a large painting it is advisable to double the wire. The object is to keep the painting from leaning forward when it is hanging. Where the wire is twisted around itself the ends should be covered with tape. This assures that the painting will not slip out of the wire and that no one will be cut by wire ends or breaking glass. (Please refer to the Attachment.)

Paintings smaller than 24 inches on the longest side can be framed with glass or acrylic, However anything larger (because of weight and danger of breakage) must be framed using standard acrylic instead of glass. It is important to indicate if acrylic is used in the framing because it cannot be cleaned with a Windex type product. In some shows where easels are used, larger paintings with glass may be permitted. If acrylic is used, it should be a minimum of $\frac{1}{16}$ of an inch (1.524mm) in thickness for rigidity.

The chairperson for the exhibit or show has the right to reject a painting if it is considered dangerous to hang, if it is dirty, or if it does not meet these requirements.

Paintings must be dry. No wet paint will be accepted.

These framing and wiring guidelines shall apply to all entries for both displays and shows.

Show Guidelines - General

A prospectus shall be prepared for each show and made available to prospective applicants at least one month prior to the show application deadline. The prospectus for each show will be slightly different. Each prospectus shall be approved by the Board prior to distribution. **Be sure to read all the requirements for that event.** In a "judged" show, every effort will be made to display all the entries unless a painting is eliminated by the chairperson for good reason. In a "juried" show the judge has the right to eliminate for cause any painting before the judging. In the case of a painting being juried out of the show, the artist will be asked to pick up the painting. The show prospectus shall state whether the show is a "Judged" or a "Juried" event.

In case the show prospectus differs in requirement from these Guidelines, the prospectus shall take precedence

A painting that is entered into a show must match the entry form submitted. No substitutions and no changes may be made to the entry form after it has been submitted. Entry form and fee are to be mailed to the Broomfield Art Guild PO Box or brought to a meeting prior to the show. The Guild will collect a commission on any sales of art at our shows. Artists should include the commission in the price of the work. The show chairperson shall state in the show prospectus if there is a requirement that all art in the show must be for sale.

All art submitted for a show must be original in concept and execution and meet the following criteria:

- All art must be the artist's original work only.
- No copies or likenesses of another artist's work.
- No copies or partial copies of any published source whether copyrighted or not copyrighted.
- No copies of any published material from the internet, videos, magazines, or newspapers.
- Your photos must be taken by you. You may use a photo taken by another person if you have the person's permission.
- The use of reference material is acceptable if you make your own recognizable artistic changes.
- Work done in a class or workshop, or under the direction of anyone but yourself is not permitted.
- The painting must be created only by the artist.
- You may be asked to provide your photo if there is any question of originality. A challenge as to the originality of a piece of art in a show must be submitted to the show chair in writing and should include the reference material being copied. In the case of a challenge, the artist may be asked to produce their reference material. Work deemed unacceptable shall be removed from the show and any awards shall be rescinded.
- Paintings must be dry. No wet paint will be accepted.
- No artwork may be removed during a show, even if that artwork has been sold.

Paintings must be picked up at the end of the show during the time frame designated on the prospectus, as close to the beginning of the time as possible. The event chairperson and the Broomfield Art Guild are not responsible for late pickups and have no ability to store paintings. If the artist is unable to pick up work at the designated time, it is up to the artist to make arrangements for someone to do it for them.

If a member is late picking up art or needs a phone call after the pickup period ends, a handling fee of \$25.00 shall be assessed against that member. This fine shall be payable to the Broomfield Art Guild. Until this fee is paid, the artist may not enter another Broomfield Art Guild event of any kind.

Three-Dimensional Art

If you plan to show or display small or three-dimensional (3D) artworks, arrangements must be made with the event chairperson to provide tables or other display stands. If allowed for that event, all items must be clearly marked with the name of the artist and price before delivery. The artist should keep an inventory of these small items and pick up the unsold items as directed by the event chairperson. The event chairperson, or his/her designee, must have your name and phone number for contact purposes. The Broomfield Art Guild and event chairperson shall not be held responsible for lost, damaged or stolen items.

(NOTE: A copy of these guidelines as a PDF document can be downloaded from the Broomfield Art Guild web site [here](#) or by using this link: [here](#))

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WHAT SIZE WIRE DO I NEED? HOW DO I WIRE MY FRAME?

20 lb. wire is usually sufficient for most frames. Use 40 lb. wire for larger frames and for an extra safety margin



Wrap the wire over and under each hanger as shown



Wrap the wire under the hanger again, leaving a loop



Place the end of the wire back through the loop

Pull the loop tight, wrap the end of the wire neatly and tightly around itself for about 1 inch. You can then use a crimping sleeve or artist tape for a professional look and to eliminate the wire from fraying

