

# Broomfield Art Guild -- Art Display Guidelines

## GENERAL GUIDELINES

The primary purpose of Broomfield Art Guild exhibits and shows is to allow Guild members to show 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 should have an official **Broomfield Art Guild tag** attached unless a show provides preprinted tags. The tag information should 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 for artwork sold in Broomfield). If the artwork is not for sale, the price may be listed as NFS or Not For Sale. **Broomfield Art Guild tags** can be downloaded from the [broomfieldartguild.org](http://broomfieldartguild.org) website (see BAG Show cards link on Public Art Displays page).

**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 sales tax required on all art sales. For this benefit, the Broomfield Art Guild charges a 10% commission on sold work. If an artwork is sold during display or within 30 days of display at a Broomfield Art Guild venue, the artist must report the title of the piece, the venue, the sale price (including commission) and sales tax to the Guild Treasurer. A convenient **art sales report** can be downloaded from the [broomfieldartguild.org](http://broomfieldartguild.org) website (see BAG Art Sales Report link on Public Art Displays page). The artist has the option of paying BAG commission and sales tax to BAG via check or PayPal, or they can ask the customer to pay the total price and sales tax to BAG via check or PayPal, and the Guild Treasurer will then send a check to the artist for their portion (minus commission and sales tax). PayPal is a great option for safe and secure credit card payments – simply go to [PayPal.com](http://PayPal.com) and search for [broomfieldartguild@gmail.com](mailto:broomfieldartguild@gmail.com) to get to the BAG account.

**No inappropriate art will be hung 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 MATTING

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). There are mats available with a white core that does not discolor. Glass should be clean and fingerprint free.

Canvas paintings that are not in a frame must be finished on the edges and may not have any staples showing.

All work must be wired for hanging. Wires should be 1/3 down from the top and preferably adhered with “D” rings instead of eye screws. All wires should be threaded through the “D” ring twice and then firmly and tightly wound back around itself. On a large painting it is advisable to double the wire. The wire should be pulled very tight and the procedure repeated on the other side. 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 the person or persons hanging are not cut by wire ends or breaking glass.

Paintings smaller than 24 inches on the longest side can be framed with glass, 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 plastic 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.

The chairperson for the exhibit or show has the right to reject a painting if it is considered dangerous to hang or dirty.

**Paintings must be dry. No wet paint will be accepted. No saw tooth hangers.**

## **ENTERING A SHOW**

The prospectus for each show will be slightly different. **Be sure to read all the requirements.** In a “judged” show, every effort will be made to hang 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 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. In some shows, certain types of art cannot be shown; this will depend on the site.

A painting that is entered into a show must match the entry submitted. No substitutions and no changes may be made to the entry form after it has been submitted. This includes the price if the piece is for sale. Entry form and fee are to be submitted to the chairperson of the show by the date published on the prospectus. The Guild will collect a commission on any sales of art at our shows. This commission will be determined by the board and the chairperson when the show is in the planning phase. Artists should include the commission in the price of the work. The show chairperson will 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.** This means an artist may not copy from copyrighted material or from art produced by another artist. You may use a photo taken by another person if you have the person's permission. If you use reference material, that is fine if you make your own artistic changes. 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 such a challenge, the artist may be asked to produce their reference material. Work deemed unacceptable will be removed from the show and any awards will be rescinded.

**Paintings must be delivered on time as directed in the prospectus. No late deliveries will be accepted.**

No painting may be removed from a show early unless arrangements are made with the chairperson. This may be necessary due to a sale but must go through the chairperson. A replacement painting for the spot should be delivered when this happens. (This is very important so that the chairperson is not reporting a theft of a painting). Every effort will be made to avoid the loss of a sale. In the case of a “juried” show, a painting cannot be replaced. Pieces sold during juried shows must be delivered after the show has run its course.

**Paintings must be picked up at the end of the show during the time period designated on the prospectus.** The 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.

**There will be a handling fee of \$25.00 if a member is late picking up art or needs a phone call after the pickup period ends. This fine will be payable to the Broomfield Art Guild and paid when the artist picks up their art work. Until this fee is paid, the artist may not enter another Broomfield Art Guild show.**

### **SMALL WORKS**

If you plan to show small items at a table during an exhibit or show, 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 table chairperson. The table chairperson must have your name and phone number for contact purposes. The Broomfield Art Guild and chairperson of this table will not be held responsible for lost, damaged or stolen items.