

DECATUR AREA ARTS COUNCIL
ANNE LLOYD GALLERY: POLICIES AND PROCEDURES FOR EXHIBITS

The Decatur Area Arts Council is committed to providing a quality gallery experience for both artists and audiences. Open year round, the Anne Lloyd Gallery is a formal space that hosts exhibits as well as receptions, student field trips, lectures, performances, etc. Our mission serves to bring greater exposure to individual artists with a variety of artistic styles / media, and educate the general public about the arts.

Applications to Exhibit

Artists and individual collectors wishing to apply for consideration to exhibit in the gallery must complete an application form and provide 10-15 labeled images of the body of work they wish to show.

Jurying Process

Artists' applications / images will be presented to a gallery committee. Artwork will be considered in terms of artistic merit, creativity, innovation, technical quality, and appropriateness for this venue, among other things. Since the gallery is also the gateway into the DAAC, exhibits must be **family friendly**. Artistic nudity and language will be permitted upon review.

Membership

We encourage artists to become members of the Decatur Area Arts Council. It is a validation of our organization for artists to be members, and we hope that you will be proud to note your membership on your resume. Individual Memberships start at only \$35 per year.

Exhibit Notes

- Each exhibit is scheduled to be displayed in the gallery for a one-month period. The Gallery Director is responsible for all decisions regarding show installation. The Gallery Director designs the layout of the exhibit and installs all exhibits with a volunteer crew. The Artist/ Collector may give input or assist with specialized installation needs, but the final decision on placement /inclusion of all pieces is that of the Gallery Director.
- Labels for individual pieces will be provided by the Decatur Area Arts Council, unless otherwise agreed upon.
- Works to be displayed must be similar to those presented to the gallery committee for jurying or in subsequent discussions. If works are substantially different from the original proposal or agreed-upon selection, then new slides must be submitted for review and acceptance at least 3 months prior to the scheduled exhibition dates.
- Decatur Area Arts Council reserves the right to deny the artist his/her scheduled exhibition if these conditions are not met.

Gallery Description

This gallery has gallery cloth over homasote walls and wooden floors. A diagram of the gallery is available upon request.

Square footage: Approximately 1450 Sq. ft.

Linear feet of wall space: 113 ½" ft.

Wall surface: ¾" homasote over ¾" plywood over 5/8" drywall

Metal studs on west, south & east walls / brick base on north wall

Pedestals: Approximately 30 pedestals of various sizes are available for use.

Lights: Adjustable LED lighting on tracks

Insurance

All works displayed in the gallery are covered under a \$100,000 blanket policy in the case of theft and/or negligence.

Security

The gallery is protected by video cameras and a motion detector alarm system. During open business hours, the gallery is attended by a staff member or volunteer.

Transport of Artwork

The artist must transport all artwork to and from the Decatur Area Arts Council at his or her own expense. All deliveries of artwork must be made to the Decatur Area Arts Council, Madden Arts Center, 125 N. Water St., Decatur, IL 62523.

Preparation of Artwork for Display

Two-dimensional work must be framed for hanging.

- Frames should be equipped with hanging devices on back. Preferably all pieces should be prepared the same for continuity and ease of hanging (i.e. wires at the same level, D-rings or other hardware placed in the same location.)
- Hardware should not be visible from the front of the piece.
- Canvas wraps, standout mounts, glass / Plexiglas fronts without frames or other professional options are acceptable, if appropriate for the nature of the artwork and suitable for attachment to the homasote walls.
- Textiles or other work not intended for framing may be hung without a frame. The artist should consult with gallery staff prior to installation.
- All work must have the artist's name and title of piece written on the back or on a card securely attached to the back of the piece.

Three-dimensional work should be clean, level and ready for display. Any props, special hardware or set-up requirements should be cleared with gallery staff prior to installation.

- All work must have the artist's name and title of piece written on a card securely attached to the piece.

Price List

All work being submitted for exhibition must be itemized on a price list that includes the artist's name and contact information. The list should include title, medium, dimensions and price. If the work is Not For Sale, please note as such and include the insurance value. DAAC will provide a spreadsheet form for the artist to fill out electronically, if requested.

Sales

The Decatur Area Arts Council keeps a commission of 35% of all sales from the exhibition to contribute toward administrative and overhead costs. The artist is responsible for pricing his/her work accordingly. Works purchased during the exhibition period will not be removed from the gallery prior to the close of the exhibition. Within 30 days of the exhibition close, the artist will be paid 65% of the price on all works sold.

State sales tax of 9.25% will be added to all purchases. All sales tax collected and receipts for sales will be sent to the artist with the proceeds on works sold. The artist is responsible for remitting sales tax to the state of Illinois. According to Illinois law, artists from in-state or out-of-state who sell their work within Illinois are considered "retailers" and are therefore required to register with the state and to collect/remit sales tax to the state.

Receptions

Decatur Area Arts Council will host one reception per exhibition to which our membership and general public are invited. The artist/ collector may be invited to speak briefly about their work, if present.

***Receptions may be suspended due to social distancing requirements during the coronavirus pandemic.**

Promotion: News releases will be sent to area media contacts. Each exhibit will be noted in the DAAC *ArtsBeat* newsletter, on the DAAC website (www.decaturarts.org), on a monthly e-blast and on social media. Live interviews will be done on radio and TV when possible. The DAAC will be allowed, at its discretion, to use the artwork consigned to it for promotional purposes.

Public Education

Since an integral part of our mission is to increase understanding of the arts by people of all ages, DAAC encourages artists to participate in a free public educational activity during his/her exhibition. Activities could include workshops, slide presentations, demonstrations, the preparation of lesson plans targeted to a specific age group, etc.

Retrieval

Artists are asked to help take down the exhibit and must retrieve work from the gallery no later than 7 days past the closing of his/her exhibit. If the work is not retrieved when taken down, it will be placed in storage. Work left after 30 days will become property of DAAC to be dispersed as it sees fit.

Exhibits Hosted By Outside Arts Organizations

Arts organizations wishing to present an exhibit of members' work, juried shows or other collections must submit an application for consideration with printed materials and, if possible, images of representative artwork on CD. If scheduled for exhibit, the above guidelines apply and the presenting organization must also adhere to the following requirements.

Printed promotional materials such as news releases, posters, brochures, etc. must include:

- Gallery sponsor name or logo
- Decatur Area Arts Council logo and address (125 N. Water St., Decatur, IL)
- Madden Arts Center
- Anne Lloyd Gallery

The DAAC staff must approve all promotional materials and will also do additional marketing as needed.

Installation of Exhibit:

- The presenting organization will install the exhibit with recommendations as deemed necessary from the DAAC gallery staff.
- Only appropriate size nails, tacks and pins may be used to hang items on the homasote walls. Absolutely no screws please!
- Exhibit labels for each piece must be provided by the presenting organization. Labels must be professional looking and consistent in style throughout the exhibit. Small straight pins should be used to hang wall labels / two-way tape for labels on pedestals.
- Two professional looking signs identifying the exhibit (title, sponsors, dates, gallery hours for the exhibit, etc.) must be provided by the presenting organization and approved in advance by the DAAC staff. One will be placed in the gallery and the other in the front window. No smaller than 11" x 17" is recommended.
- We welcome brochures or other handouts about the exhibit for the public.
- Arrangements for lighting must be discussed with DAAC. A qualified lighting technician will be provided by DAAC or, if necessary, DAAC will explain the lighting system to a qualified person provided by the exhibiting organization.

Reception Arrangements:

- Details and responsibilities will be mutually decided upon by the DAAC staff and the presenting organization.
- The organization is responsible for invitations and reception arrangements/costs, unless otherwise mutually agreed upon.

Extended Gallery Hours:

- Additional gallery hours may be arranged, pending staff availability. The extra cost of a gallery attendant is the responsibility of the exhibiting organization.

Scheduling of Annual Exhibits:

- While an outside arts organization may apply to host an annual exhibit in our gallery for consecutive years, the DAAC reserves the right to limit repeating exhibits depending upon other exhibit applicants and program options for any given year.