

VVAG DISPLAY REQUIREMENTS FOR THE VVAG/P

All exhibits at the Art of the Valley Gallery will be scheduled well in advance of the exhibit.

There will be special exhibits and featured artists. Some shows may be juried.

A deadline will be announced to email the submission form for these exhibits.

A window of days and a deadline will be announced to deliver work to The Gallery.

Failure to meet these required deadlines will result in the work not being exhibited.

Exhibits scheduled to open the first week of the month will include The First Friday Reception at The Gallery.

Requirements to Participate in Any Exhibit...

Works that do not meet the requirements will not be displayed and must be removed from The Gallery.

- Complete the submission form for each work on your computer and email it by the deadline.
- All exhibitors are required to have current VVAG membership.
- All exhibitors are required to have paid the \$50 annual exhibit fee.
- Size: There may be dimension limitations.
- Quantity: Maximum number of submissions will be announced. All work that is delivered to Gallery for exhibit needs to have the following information permanently attached to the back of the work:
 - Name of artist
 - Title
 - Medium: (oil, pastel, photo, clay sculpture, collage .etc.)
 - Your email and /or phone number (contact information)
 - A bio is recommended.
- All work must be dry and ready to hang.
- All art must be framed (excluding 3D works) with wire hanging (no saw tooth accepted).
- Wire when stretched must be 1 inch or more below the top of the frame.
- It must be stretched tight to keep the work close to the wall.
- Wire must be strong and tied to the hanging clips.
- Canvas wrapped items are acceptable provided they have wire hanging.
- Metal Prints must have a firmly attached hanging mechanism attached.
- The work must be professionally finished front and back. No masking tape or torn paper backing.
- All artwork must be delivered to The Gallery by the date announced.
- No boxes, paper bags, or bubble wrap will be stored in the gallery. Artists must take it home.
- Each exhibitor who wishes to sell their items **MUST** participate in staffing the gallery or complete other VVAG work totaling 3.5 hours.
- **To Sign up for shifts:** <https://www.keepandshare.com/calendar26/show.php?i=2623023&vw=month>
- Account Name: vvag_volunteers Password: weloveart
- Each exhibitor who does not wish to sell their items are still encouraged to participate in staffing the gallery or complete other VVAG work totaling 3.5 hours.
- Exhibitors who wish to sell their items and fail to sign up and complete 3.5 hours, will have their work removed and may not exhibit further work until volunteer hours are resolved.
- The gallery will deduct 20% from all sales of artwork. Artist will receive a check as payment.

Artwork will be displayed based on the number of works received from all artists. Some works may be held in reserve to replace sold items.

Email Roz Reed <rr@rosalindreed.com>, Christine Sena <cgsena5@gmail.com>, or Rick Spitzer <spitzerr@comcast.net> with any questions related to this show.

HOW TO COMPLETE THE SUBMISSION FORM.

- Attached to the announcement will be a form with the file name “Artist Submission Form.pdf.”
- Download/save that form to your computer. (Opening the document from inside your email may prohibit your data entry from being saved.)
- Choose Desktop for the location of this download/save, and it will be easier to locate.
- A recent version of Adobe Acrobat Reader is required to complete the form.
- Double click the form and it should open in Adobe Acrobat Reader.
- If you do not have Adobe Acrobat Reader you can download and install it from this address.
 - <https://get.adobe.com/reader/>
- Adobe Acrobat Reader is free. Do not download any paid versions!
- Complete ALL the blue fields in the document.
- Be sure to enter the name of a person that may pick up your work, should you choose to do so.
- Choose File > Save As:
- Rename the file to YourName1.pdf
- If you have additional artwork, go back to the document and change the fields with the information for the next item.
- Choose File > Save As:
- Rename the file to YourName2.pdf
- Repeat with each additional item.
- Start an email addressed to Rick Spitzer <spitzerr@comcast.net>
- Attach all the files you just saved and send the email.

These forms are used by software applications to harvest the form data, and print all the documents needed for the exhibit. No one but you will do any data entry. Be sure it is correct when you save it.

Forms that are completed by hand, mailed, scanned, or printed will not be accepted. Data entered into word documents, email, or in any other manner will not be accepted.

If you are unable to complete this form on your computer, ask for help from the gallery managers or from friends with computers.