

**Refreshers for Seasoned Artists and  
New information for our  
NEW MEMBERS!**

**CHANGE OUT DATES:**

These dates are always on the Google calendar. Which is on our website under membership/calendar. We tried to keep this as up-to-date as possible!

November 1st from 12-5 pm & November 2nd from 12-3 pm

National Photography Show (NPS) drop off ONLY.

CONGRATULATIONS TO OUR MEMBERS WHO GOT INTO THE SHOW!

(If we need you to pick up any of your artwork - we will contact you. Every effort will be made to keep as much work as possible, without the Gallery being overwhelmed.)

November 23rd from 12-3 pm:

Winter Wonderland Gift shop and Small Works Wall

DROP OFF ONLY = for Exhibiting Members

\*SMALL WORKS Size: 25 Linear inches **including** your frame

11+14=25 linear inches

\*Holiday items and subject matter for Winter Wonderland Theme.

December 6th from 12-5 pm and December 7th from 12-3 pm

National Photography Show Pick Up ONLY

The Gallery will be rehung for the remainder of December.

January 31st from 12-5 pm and February 1st from 12-3 pm

Full Change Out for the Members Show

Opening Night: February 7th from 6-9 pm

Night on the Town: February 14th from 6-9 pm

February 28th from 12-5 pm and March 1 from 12-3 pm

Change Out:

Basic Members: pick up your work.

Exhibiting Members: Total of 3 pieces (you may keep your MS piece in and add two pieces or change all three piece)

## **MEMBERS SHOW INFORMATION**

This is your time to shine! Start now and give yourself time to fully prepare your artwork for the member show!

\*All work must be new and completed in the last two years, and not seen in Lincoln gallery previously.

\*Framing must be clean and professionally presented.

\*ONLY WIRE HANGERS. Absolutely no sawtooth please. Because of our hangings clamps we cannot hang your pieces safely.

\*Make sure your framing is not chipped, old or brittle. Make sure your wire is new and your screws will not come out of the frame.

\*Only gallery wrapped canvases 1 ½ deep will be accepted. The edge must be finished/painted and not plain canvas

### **2D ARTISTS:**

Size limitation is 60 linear inches which includes the frame. 30+30 = 60 linear inches.

Weight limitation is 25 lbs.

### **3D ARTISTS:**

Size limitation is 25 x 25 x ? UNLESS Free standing sculptures. Free standing sculptures will be assessed. Check with Kay early to make sure your piece will work!

Weight limitation is 35 Lbs

Please ask if you have questions!

### **JEWELRY ARTISTS:**

Statement pieces or sets are welcomed and encouraged! Please keep in mind your presentation is part of your responsibility.

### **PROMOTIONAL MATERIALS:**

Images and information for our website and virtual Gallery as well as our social media pages are required for this show. Marketing our Artists brings new and repeating visitors into the gallery! Our website is getting over 3000 hits per month! If your images are not on the website, you are missing an opportunity. We are also using those images on social media for even more exposure.

## **REMINDERS FOR LINCOLN GALLERY**

### **New Exhibiting Members:**

- \*Digital Portrait
- \*Biography
- \*Artist Statement
- \*6 images to be included on the Gallery's website, social media platforms for engagement and growth.

### **New Basic Members:**

- \*Artist Statement
- \*1 image to be included on the Gallery's website.

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\*These images will be displayed on the Lincoln Gallery website, the Virtual Gallery & your Artist Page, Facebook & InstaGram page, and other social media.

\*Quality, current photos must be submitted by each artist.

The Gallery may make available an opportunity to have artist's work photographed if the artist needs assistance.

\*All works exhibited on the website are considered for sale by Lincoln Gallery. Therefore the 65/35 commission arrangement applies.

\*Exhibiting members must notify the Gallery Director if they are unable to display works in the gallery. Please do not pull all work out for a period of time, say for another show. We are promoting the pieces in the gallery and they must be at the gallery for sale.

### **CHANGE OUTS:**

\*Change out dates and times will be announced on the shared \*Google calendar and in the monthly newsletters.

Exhibiting members should make every effort to bring in new work on the correct change out dates.

\*Please arrange with Kay if you need to drop off early. These will be promoted on the second Friday of every month for Night on the Town and Opening Reception unless otherwise scheduled.

\*Pick up pieces to be removed during announced dates and times - also on the Google calendar.

The same work may be displayed for a maximum of Six (6) consecutive months and must be removed for at least 1 year before being returned for another display period, unless other arrangements have been made with the Gallery Director. This will allow us to keep things new and fresh for our visitors.

\*Artists are responsible for recording their works into and out of the inventory book, as well as each art piece labeled with the pertinent information.

\*All works must be completely labeled with all information and priced for sale. Information shall include: title of work, medium, artist's name, date in and date out, price and any other information.

\*Exhibiting members' business cards will be displayed in the appropriate rack near the front door.

\*For each 2D artist, the number of pieces or amount of original artwork displayed each month is determined by the gallery director. This is normally 3 pieces.

\*Each 3D artist will negotiate and reach agreement with the Gallery Director as to the appropriate display, arrangement and space for their particular medium (i.e. pottery, ceramics, fabric art, sculpture, glass, jewelry)

\*All pieces must have labels with inventory numbers, price, artist name.

### **Presentation of Work for Gallery Display:**

\*Unframed paintings and photographs with gallery-wrapped/museum-wrapped canvas will be accepted as long as the canvas is minimum 1.5" in depth, neatly wrapped and secured on the backside. Edges must be completely painted or printed to be considered a finished work.

\*Any artwork with staples visible, excessive wiring, untrimmed canvas exposed, or not presented in a professional manner will not be hung.

\*Absolutely no sawtooth hangers.

\*Tabletop frames must be wired for hanging and must hang flat on the wall. Any frames that do not hang properly will not be hung.

\*The Gallery Director has the authority to refuse any art she/he feels does not meet the Gallery's standards of artistic professionalism regarding quality, appearance and presentation.

### **Size Restrictions for Regular Exhibition in the Gallery:**

1. Weight limit for wall hangings is 25 lbs.

2. Two-dimensional work can be no larger than 48x36, including the frame. Displaying a very large piece of art limits an artist's presentation to one piece per month and acceptance is at the discretion of the Gallery Director based on the art that is being presented for a particular month.

3. Three-dimensional works may not exceed 46 inches in height, 30 inches in width and 35 pounds in weight, unless prior arrangements are made.

### **Greeting Cards:**

1. Card rack spaces are allowed for all artists in the Gallery's card racks only. Note cards must be included on the inventory list. At the Gallery Director's discretion, this number may be changed based on space available.

2. Members may not place their cards in rack spaces that are already occupied by another member's cards nor may they rearrange other members' cards to make room for their work. If a particular member has a large number of cards displayed and there is no room for new additions the Gallery Director or staff will decide where the new cards will be displayed and, if necessary, may decrease card inventory of the member with a large number of cards.

### **Commissions:**

1. The board will set commission rates.
2. A thirty-five percent (35%) commission is currently retained by the Gallery on all works sold at the gallery, on the website, social media or in public venues arranged for/sanctioned by the league, unless the board has determined that another rate is appropriate for a special event.  
\*Commission checks will be mailed by the 20th of each month for the previous month's sales.
3. W-9 is required to receive any payments from the gallery.

### **Website and Social Media**

1. A website is provided and maintained by Lincoln Gallery.
2. The by-laws and policies, guidelines and procedures documents are available for downloading on the website.
3. Having an online presence is in the artists' best interest. Tagging, sharing your information is part of your Exhibiting membership benefits