

**Orange Beach Art Center**  
**Policies and Procedures for Exhibiting Artists**

*THIS DOCUMENT SHALL BE GIVEN TO AND READ BY EACH PROSPECTIVE APPLICANT FOR EXHIBITING ARTIST STATUS PRIOR TO JURYING PROCESS. IT MUST BE SIGNED AND RETURNED TO THE CENTER PRIOR TO ACCEPTANCE INTO DISPLAYING ARTIST STATUS.*

**I. ELIGIBILITY**

1. Any person wishing to have Exhibiting Artist status with the Orange Beach Art Center must pass a jury process.
2. The artist shall submit three examples of their work to the Art Gallery, which items shall remain on the premises for a period not longer than twenty (20) days in order to give the Jury Committee ample time to view and give full consideration to the work.

**II. JURY PROCESS**

1. The Jury Committee shall be appointed by the Coordinator. The Jury Committee shall remain anonymous and will expedite the jury process as quickly as possible.
2. The jury process will be set by the Coordinator in order to do so in a fair and non-discriminatory manner.
3. In the event that an applicant for Exhibiting Artist status does not meet the criteria required by the Jury Committee, the artist may again submit work for the jury process six (6) months from the date of the first jury process.

**III. SALES**

No art will be displayed as "NOT FOR SALE" (NFS), except with the expressed consent of the Art Center Coordinator.

**IV. ART PREPARATION**

1. All framed art **MUST BE WIRED** with an appropriate framing wire and securely mounted to the frame. The side attachments must be between at least 4 inches below the top of the frame.
2. No other hanging methods will be accepted--**NO SAW TOOTHED HANGERS**. The Art Center Coordinator reserves the right to reject improperly or poorly framed art at his/her discretion.
3. Price tags and other identifiers will be placed on the exhibited art by the Art Center Coordinator. No business cards or advertisements may be publicly displayed on or with art.

**V. SUBJECT MATTER RESTRICTION**

The Art Center Coordinator reserves the right to restrict the display of art that may be considered controversial, obscene or in bad taste.

**VI. LIABILITY**

Neither the Coordinator nor the city of Orange Beach shall be responsible for theft or damage to art. **Artwork left for more than 9 months without rotation becomes property of the Art Center, except with the expressed consent of the Art Center Coordinator.**

**VII. OTHER DISPLAYING VENUES**

Exhibiting Members will be contacted about possible participation in displays at venues negotiated by the Art Center. Participation is voluntary and does not affect the status of the Exhibiting Artist.

**VIII. COMMISSION OF EXHIBITING MEMBERS WHO VOLUNTEER**

There will be a twenty five (25%) percent commission placed on all items sold in the Art Gallery who volunteer at least four (4) day during the calendar year. This commission is deducted from the sale price prior to remitting the net proceeds to the artist.

**IX. VOLUNTEERING**

The Coordinator will keep a log of time/date of all volunteers.

Following are some of the opportunities to volunteers.

1. Festival of Art: (greeters, hospitality, putting up posters, gift shop sitting, gallery sitting, etc.)
2. Waterfront Art and Craft Show: (greeters, hospitality, putting up posters, gift shop sitting, gallery sitting, etc.)
3. Spring Break Art Camp for Children: (general help in classes or office)
4. Summer Art Camps for Children: (general help in classes or office)
5. Music Concert: (preparation)
6. Hanging Art at Other venues
7. Cleaning/Organizing the Studio(s)
8. General Office Sitting
9. Artist Receptions (preparation)
10. Christmas "Deck The Halls" (preparation, sales, greeters)
11. Member's Exhibit (preparation, hospitality, clean-up)
12. Workshops

**X. COMMISSION OF EXHIBITING MEMBERS WHO DO NOT VOLUNTEER**

There will be a forty (40%) percent commission placed on all items sold in the Art Gallery who do not wish, or are not able volunteer. This commission is deducted from the sale price prior to remitting the net proceeds to the artist.

**XI. BUSINESS LICENSE AND W-9**

A yearly business license fee to the city must be purchased. Exhibiting Artist will receive a notice from the Art Center each December concerning the amount of the license. Also a W-9 form must be on file with the Art Center.

**XII. UNDERSTANDING**

I have read and understand the foregoing Policies and Procedures and have been given the opportunity to ask questions. By the signing hereof, I acknowledge this understanding and agree that I will abide by said Policies and Procedures.

**VOLUNTEERING EXHIBITING ARTIST MEMBER [    ]**

**NON-VOLUNTEERING EXHIBITING ARTIST MEMBER [    ]**

**Please Print Name** \_\_\_\_\_

**Signature** \_\_\_\_\_ **DATE** \_\_\_\_\_