

Revised 9/21

SADDLEBROOKE FINE ARTS GUILD

2022 Annual Art Show

PARTICIPATION RULES

Welcome to the SBFAG February 2022 Annual Art Show

Room Setup:	Thursday, February 17 from 5 pm until completed
Artist Setup:	Friday, February 18, 9 am to 1 pm
Show Opens:	Friday, February 18, 4 pm to 7 pm; No Host bar from 4-7 pm
Show Continues:	Saturday, February 19, 9 am to 3 pm

PARTICIPATION GUIDELINES:

Important Note: All entry fees of accepted show participants are non-refundable.

1. All displayed paintings & photographs must be wired for hanging. Hook or bracket type hangers are acceptable on 6 x 6 OR smaller art pieces.
2. Displayed art must be a gallery wrap or properly framed. There is no rule as to the depth of the canvas on a gallery wrap, but edges must be finished.
3. Matted work with no frame must be displayed in a bin.
4. Use the official artwork display labels. Please download this file from the guild web site and make copies of the label template on card stock. Describe your work on the labels according to the Art Show Categories guidelines. Attach the label onto the grid next to your work. Please note the distinction between laser prints and Giclees.

SHOW AND SETUP RULES:

There will be multiple four top tables placed strategically around the ballroom with chairs so you can be near and view your space.

1. Please do not bring items to work on during the show.
2. Participating artists must work the entire show and we would appreciate it if you would stay to help clean up after 4:00 pm on Saturday, February 9, 2022.
3. Please **Do Not remove** art or pack up until 3 pm on Saturday. Failure to comply with this rule will result in the artist being blocked from the next show.
4. Artist setup is Friday, February 8, 9 am to 1 pm.
5. You will find your name tag on a chair or table near your exhibit area.
6. Hook Check Out: Checkout your hooks at the Volunteer table during artist set up Friday, February 7 from 9 am to 1 pm. You will receive one bag of 10 hooks. Additional hooks can be checked out if needed. Keep bags for hook return at the end of the show.
7. Hook Check In: Return all your hooks in the hook bag at the Volunteer table at the end of the show, Saturday, February 8, after 4 pm. You must check hooks back in with a volunteer. Please do not just leave the bags.

8. Important Safety Rule: **Hang artwork on grid BOTTOM first, then middle and finally the top.**
9. Food may not be brought in from outside. There will be an Artist break and lunch lounge (Ocotillo Room).
10. A commission form will be given to you at show's end.

A 10% commission of all sales is to be paid to SBFAG after 3 pm, Saturday, February 8. Make your check payable to SBFAG and give it to **Jenni Long, Delys Nast, or Deb Kress** after 4 pm. Cash payment must be in the exact amount.

11. All applicants must volunteer a minimum of one task during the show. In addition, each artist must fill the tubes for at least one unit. We all must work together to make our show a success. Any artist who refuses to work during the show will be placed at "Last Entry Request" at the next show – show acceptance will not be guaranteed.
12. Please keep the buyers information to turn into the art show committee. Consider sending a thank you note to your buyer. Try to find out how the attendees found out about the show. The committee needs to know how their publicity is working.

Please cut at the line above.

Complete the form below and submit to the Volunteer table during the artist set up, Friday, February 7 from 9am to 1 pm.

PARTICIPATION GUIDELINES AND RULES AGREEMENT FORM

I have read the SaddleBrooke Fine Arts Guild Art Show Participation Guidelines and Rules, Art Categories Definitions, and Labels rules.

I agree to abide by these Guidelines and Rules.

Signed: _____

Date: _____

Thank you.

Your SBFAG Show Committee