

## **PORTAL GALLERY INFORMATION FOR EXHIBITORS**

**Requirements:** Exhibitors must be current members of the Art Center at Fuller Lodge (ACFL). Group exhibits (classes or artist-organized) must appoint one liaison person as point of contact for the duration of the exhibit. At least one member of the group must be a member of the ACFL, though it need not be the liaison. Exhibits of classes offered outside the ACFL sponsorship are acceptable, provided at least one member of the class is a member of the ACFL. An exhibition fee of \$40 will be required upon acceptance.

Exhibition requirements must comply with policies of ACFL. Exhibitors must submit the Consignment Contract and an Inventory of the work to be exhibited by ACFL during the exhibit. Applications will be processed on a first-come, first-served basis. The artist may request the month of exhibit, if it is available. Any changes in the inventory are the responsibility of the artist and must be filed with ACFL. ACFL reserves the right to reject work considered unsuitable for a public-funded agency---adheres to local community moral standards.

**Location and Available Space:** The Portal Gallery of ACFL is located through the short hall off the Artists Gallery. The Portal Gallery forms the throughway between the Artists Gallery and the East Portal of Fuller Lodge.

Display space on the main floor of the Portal Gallery consists of white walls that are 24 linear feet in three panels on the south wall adjacent to the Artists Gallery and 11 linear feet in two panels on the north wall. (Diagram attached). Lighting is provided by two fluorescent panels and a regular ceiling fixture with three 60 W bulbs. Maximum size is 48" X 48" and a weight limit of 50 lbs. Artist must provide secure cases for small items.

Timing of Portal exhibits shall be coordinated with exhibits in the Artists Gallery. The Exhibition Manager will assign hanging and take-down dates. Exhibits typically run for 4-5 weeks. The Portal Gallery hanging will take place Wednesday or before the week of hanging the exhibit in the Artists Gallery. Artwork must be in a form that can hang in an acceptable manner using ACFL standard strips and rods (a Walker System).

**Wall Labels:** The artist is to supply printed wall labels with title and price for each piece as per the standard design used in the Artists Gallery.

**Publicity:** ACFL will include publicity for the Portal Gallery distributed through the usual outlets--newsletters, invitations for scheduled exhibits and news releases. Text material will be provided by the artist. The artist or group may distribute additional publicity in keeping with ACFL standards. ACFL will provide a notice of the exhibit at the entrance to the Artists Gallery and ACFL attendants will verbally encourage visitors to view the Portal Gallery.

**Sales:** All work shown must be for sale. The artist may display personal publicity material, including business cards, provided the material is in harmony with the exhibit. Price listing is the responsibility of the artist. ACFL will handle receipt and distribution of funds under standard procedures in the Consignment Contract. Sales are governed by the uniform consignment policies of ACFL. ACFL retains 30% of the sale price of artwork; the artist is responsible for paying the gross receipts tax. Payment is made to the artist on the 8th day of the month following the sale.