

Park Hill Art Club Spring 2024 Show and Sale Guidelines

Show Dates: Friday, May 3 to Sunday May 5, 2024

Location: Park Hill United Methodist Church, 5209 Montview Blvd, Denver, Colorado

Artist Registration

When: Online registration opens on Friday, March 15, 2024 and closes Wednesday April 17, 2024. Label information can be entered (framed/hanging pieces only) until Friday, April 19. Registration is capped at 55 artists.

Eligibility: All Park Hill Art Club Members. Join the club or renew membership at parkhillartclub.org

How: To register, go to www.parkhillartclub.org and click on the SPRING SHOW drop down menu, and follow the link.

Checking in and out* Check-in is Friday, May 3, 9:30-11 in the church gymnasium.
Check-out is Sunday May 5, 4-5 pm. You cannot remove art sooner.

*If you need an early check-in, contact Cassi at cass@westmarchstudio.com or text at 303-455-2246.

Entry Limits and Requirements

You can enter in some or all 4 categories: hanging art, bin art, miniature art, and notecards.

1. Hanging Art

Maximum 4 pieces	Entry fee: \$5/each	Original framed pieces, cradled wood panels with finished edges or gallery wrapped canvas with finished edges, two-dimensional, fiber, glass or metal art, and digital and film photograph art.
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Requirements for Hanging Art:

- Maximum size on any side 48 inches including frame.
 - No saw tooth hangers are allowed, and must be ready to hang, including wires.
 - Fiber, metal or glass arts must have hanging hardware that allows each piece to be hung from a hook.
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- If piece does not meet the requirements above, it may be rejected unless the artist can remedy the problem before show set up is completed. There will be no refunds.

2. Bin Art

Maximum 10 pieces	Entry fee: \$1.50/each	Originals, unframed or gallery wrapped and/or giclée prints (clearly marked as prints).
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Requirements for Bin Art:

- Artwork on canvas/cradled wood panels must have finished edges.
- Clearly indicate if a piece is a print on the label.
- Back artwork on paper or fiber with foam board or equivalent.
- Put plastic protective sleeves on all bin pieces.
- Bring your own bin; online stores like Jerry's Artarama and Dick Blick sell canvas bins.
- Affix a label with your name to your bin; labels should look professional.

3. Miniature Artwork

Maximum 5 pieces	Entry fee: \$1.50/each	Original miniature artworks.
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Requirements for Minis:

- Framed Miniatures or unframed gallery wrapped canvases must be 80 square inches or less, including the frame. (For example, maximum framed size is 10x8 including the frame)
- PHAC provides a small easel for each mini piece in a separate area of the show; do not bring your own easel.

4. Notecards

Maximum 10 packs/ cards	Entry fee: \$1/pack	Notecards must be bundled up to 10 cards per pack, limit 10 packs or individual cards.
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Requirements for Cards

- Cards may be original art, photographs, or printed copies of original art.
 - Bundle cards up to 10 cards per pack, limit a total of 10 packs.
 - Secure cards in a way to keep the cards together.
 - Individual cards are acceptable and will be displayed on a communal spinrack.
 - PHAC provides display boxes for bunched cards, and a spinrack for individual cards.
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How Label Your Artwork for the Show:

Hanging Pieces:

Go to parkhillartclub.org, click on the Spring Show drop down menu, and choose **labels for hanging art**; Use the website link to enter label details for each piece of hanging artwork.

- Deadline to get your labels submitted is April 17 at 10 pm. These labels will be displayed next to your piece.

All Artwork:

Firmly affix a label to the back of **ALL** your artwork or cards (including hanging art). Include:

Title:
Medium:
Artist Name:
Price:
Inventory # that matches your inventory sheet:

General Entry Requirements

- All art must be the result of original work by the artist.
- Enter diptychs as 2 pieces and label them separately if they can be sold individually.
- Digital and film photographic art is accepted.
- No nude artwork is allowed due to church requirements. The show committee can refuse inappropriate entries; entry fees will not be refunded.
- Legal Waiver: To meet legal requirements, all artists must sign the waiver taking responsibility for the originality of their work and the disclaimer releasing PHAC and the United Methodist Church from responsibility for loss or damage of artwork. The waiver is stated on the online registration. The waiver, which is at the top of the inventory sheet, must be signed at check-in.

Additional Details

- Artists keep 80% of the sales price. The artist entry fees and 20% commission helps cover renting the space and paying the custodial staff, advertising and promoting the show, liability insurance, and food and beverages for the artist reception on Friday evening. Please keep the commission in mind when you set your list price.
- Lucky artists who sell more than \$600 this year at the PHAC shows must submit a W-9 or will not be paid. No exceptions.

- After you register, there are no refunds. That includes if you change your mind, if you don't check-in, or if you are turned away because your art doesn't meet the hanging requirements.
- Don't put your business cards loose in the bins: You can attach a card to the back of any piece, use a card holder attached to your bin, or display in the card rack provided near the door.
- Participating artists are expected to support the show by volunteering. Sign up for a shift or two by going to parkhillartclub.org and clicking on the SPRING SHOW drop down menu and follow the link to Volunteers.
- You don't have to bring food for the reception: PHAC provides food for Friday's reception.
- Help make the show a success! Come to the artist reception on Friday night (the busiest day of the show) and meet your buyers and the other artists! Spend time at the show on Saturday or Sunday to help promote your own and other artists' work!