Park Hill Art Club Spring 2023 Show and Sale Guidelines

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| **Show Hours:** | Friday, March 31, 4:30-8 pm |
|  | Saturday, April 1, 10:00 am – 5:00 pm |
|  | Sunday, April 2, 10:00 am – 4:00 pm |
| **Location:** | Park Hill United Methodist Church 5209 Montview Blvd, Denver, Colorado |

## Artist Registration

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| **When:** | Online registration for members from Monday, February 6, at 8:00 am until  Monday, February 27, at 6:00 pm. Registration is capped at 55 artists. Registration for nonmembers will open Wednesday, February 15 at 8:00 am until Monday, February 27, at 6 pm. |
|  | **\*\* No late show registrations will be accepted\*\*** |
| **Eligibility** | Current Members may renew your membership at no cost for the 8/2022-7/2023 period at no cost, which will allow you access to member registration starting 2/6.  Non-members may join at no cost for the current membership cycle at no cost, which will allow registration for the show 2/6.  Contact Amy Martin [martiafp@gmail.com](mailto:martiafp@gmail.com) with questions. |
| **How:** | To register, go to [www.parkhillartclub.org](http://www.parkhillartclub.org)  Sign in as **member or guest,** go to **Events** section on Home page, then click **Spring Show Registration**. |
| **Check-in** | Check-in is 9:30-11:00am at the church gym on Friday, March 31st.  Artists must check in their work and turn in their signed **Artist Inventory Sheet**.  **\*\* Please have your completed inventory sheet at the time of Drop-off\*\***  Artists needing early check must contact Amy Martin, [martiafp@gmail.com](mailto:martiafp@gmail.com) or text 720-899-8920 to make arrangements prior to the day of check in.  **\*\* No late check-ins are allowed \***\* |
| **Check-out** | Checkout is Sunday, April 2 between 4:00 – 5:00pm  **\*\* Artwork may not be removed prior to checkout time \*\*** |

## Entry Limits

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| **# of Pieces** | **Entry Fee** | **Art Type** |
| 4 | $5.00 /each | **Hanging Pieces**  Original framed pieces, cradled wood panels with finished edges or gallery wrapped canvas with finished edges, two-dimensional fiber, glass or metal art, archival ink digital and photograph art. Maximum size on any side 48 inches **including frame**. |
| 10 | $1.50/each | **Bin Pieces**  Originals unframed or gallery wrapped and/or giclée prints (clearly marked). |
| 5 | $1.50/each | **Original Miniature Pieces**  Have maximum size 80 square inches (sum of all sides) **including frame**. |
| 10 | $1.00/pack | **Notecards** must be bundled up to 10 cards per pack, limit 10 packs. |

## General Entry Requirements

* Enter diptychs as 2 pieces and label them separately if they can be sold individually.
* Only digital and photographic art created using archival pigment inks will be accepted.
* Any medium may be used on canvas, paper, or wood.
* Two-dimensional fiber, glass or metal arts is accepted.
* All artwork entered must be for sale. Label each of your art pieces with **Price**, **title** and **artist name** must be on each piece. The price must agree with price on your inventory sheet.
* No nude artwork is allowed due to church requirements. The show committee reserves the right to 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.
* PHAC will take a 20% commission on all sales. Artists will keep 80% of the list sales price. Please keep the commission in mind when you set your list price.

## How to Prepare Your Artwork for the Show

### Labels:

**Wall Display Labels for Original Hanging Art**

After you register, use the website link to enter label details for each piece of hanging artwork. The link for creating hanging art labels is on PHAC’s home page under **Upcoming Events**.

**For ALL Artwork Pieces**  
Artists are responsible for making sure every piece has a label containing the same information firmly attached to the back.

**Label Content Must Include**:

* Title of artwork
* Medium
* Original or Print (Binned work only)
* Artist Name
* Price
* Item Number (Based on Artist Inventory Sheet)

### Requirements for Hanging Framed/Gallery Wrapped/Fiber Pieces

* Not to exceed 48 inches (**including the frame**) on any one side.
* If not framed, canvas and cradled pieces must have finished edges.
* 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.

**NOTE:** **If piece does not meet the requirements above, it may be rejected unless artist able to remedy before show set up is completed. There will be no refunds.**

### Requirements for Bin Art

* Artwork on canvas/cradled wood panels must have finished edges/gallery wrapped.
* Originals and/or giclée prints must be clearly labeled as such.
* Artwork on paper or fiber must be backed with foam board or equivalent.
* All bin pieces must be in plastic protective sleeves.
* Bins must be standing folding bins. No table top bins.
* Bring your own bin for your bin pieces; online stores Jerry’s Artarama and Dick Blick have Canvas Print Racks at good prices. PHAC will provide artist name labels for outside of bin.
* The show committee may consolidate bin pieces for space/appearance if you didn’t bring a bin or as artwork sells

### Requirements for Miniatures:

* A separate area of the show will be set up for miniature art. PHAC will provide a small easel for each mini piece; **do not bring your own easel**.
* **Framed Miniatures** must be 80 square inches or less **including the frame**.
* **Unframed Miniaturess** such as gallery wrapped canvas must be 80 square inches or less with finished edges.

### Requirements for Notecards:

* Cards may be original art, photographs or printed copies of original art.
* Notecards must be bundled up to 10 cards per pack, limit a total of 10 packs.
* Each packet must be secured in a way to keep the cards together.
* No individual cards can be sold.
* Cards will be displayed in individual display boxes provided by PHAC.

## Additional Details

* Artist will keep 80% of the listed sell price. PHAC will keep 20% to cover expenses.
* Any artist who sells more than $600 **must** submit a W-9. It is an IRS requirement. There will be no exceptions to this.
* No refunds are given for art that is registered but not checked in or is turned away for not meeting check-in or hanging requirements.
* Personal business cards may not be displayed with art pieces; however, business cards may be attached to the back of any piece. A rack for displaying business cards will be provided near the door.
* Participating artists are expected to support the show by volunteering. Artists may volunteer by signing up online or manually at the church.
* Food trays are purchased for Friday’s reception. There is no need for individual artists to bring food.
* It is much appreciated when exhibiting artists support the show by attending the Friday evening reception. Attendance the other days can also help promote both your own and other artists’ work, for a more successful show.