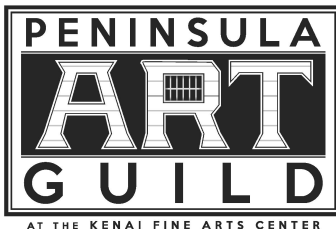


ARTIST EXHIBITION PROSPECTUS POLICY



816 Cook Avenue
P.O. Box 703
Kenai, AK 99611
907-283-7040
ourkfac@gmail.com

- **Submissions** of artwork will require completion of this Artist Exhibition Agreement form, a completed Artist Exhibition Inventory and Release form.
- **Installation** of artwork may take place as early as noon the Saturday before the reception (1st Thursday) but no later than 48 hours before 1st Thursday opening. It is the artist(s)' responsibility to install their exhibit and provide their artist statement. Contact KFAC for hanging details before installation of work.
- **Presentation** of artwork must be in a professional manner, secure wire hangers are required for two-dimensional work unless alternatives are arranged with the Gallery Coordinator. All work must be appropriate for viewing by young audiences and will be determined at the discretion of (KFAC) Board of Directors. Artwork may be removed at the discretion of the KFAC board.
- **Signage** and labels for the exhibition will be provided by the artist(s).
- **Conditions** - Artwork may or may not be for sale. All art must remain for the full duration of the exhibition (Sunday prior to the first Thursday of the month through the last Friday of the month). KFAC retains:
 - * 20% commission on all sales by KFAC volunteering members
 - * 30% of sales by non-volunteering members
 - * 40% of sales for non-membersPeninsula Art Guild, Kenai River Council on the Arts (PAG/KRCA) will take every precaution to protect artwork but will not be responsible for loss, damage or diminution of artwork while on display or in the building.
- **Openings and Artist Reception** - held the first Thursday of every month from 5 - 7 pm. Artists are strongly encouraged to attend and present a talk and/or demonstration about their work. Light refreshments will be provided by the KFAC. Artists are encouraged to contribute additional refreshments. Plastic/paper cups, tables and tablecloths, serving trays, water, coffee and tea are available.
- **Publicity** - KFAC will submit PSA's to the local radio stations, KFAC website, Facebook, and Peninsula Clarion. Posters, flyers and postcards are the responsibility of the artist. Artist statements and information are to be submitted to the Gallery Coordinator no later than six weeks prior to the exhibition.

- **Collection of Art** - Exhibitions run from the hanging of artwork until the last Friday of the month. Work must be collected Friday after 4:00 pm or Saturday 12 - 5 pm. Artists must sign out their collections upon pickup. Any artwork remaining at the end of the following month (unless other arrangements made in writing in advance) will become the property of KFAC.
- **Eligibility** - Solo/Group exhibitions are arranged with selected artist(s) only, who have responded to the (KFAC) calls for artists sought by the PAG/KRCA. To be eligible for a show, artists need to submit the necessary documents, in accordance with the requirements specified in KFAC Calls for Artists. Group show proposals must be presented to the KFAC board of directors.
- **Exhibition Artwork ID/Price List Page** - This must be provided (including values and whether art is for sale or not) upon delivery of exhibition artwork to KFAC. This form will be provided by the gallery attendant. The original will be kept in KFAC records in the case of group exhibitions. Soloists will receive an additional copy for the artist's own files by gallery attendant. Each work must be labeled in the upper right corner of hung work and on the bottom of three-dimensional work where possible.
- **Presentation** - KFAC has specific criteria regarding appropriate images for children who are often present in the gallery space. To avoid any inconvenience for the artist(s) and attending families concerns should be identified to PAG/KRCA Board of Directors within 48 hours of the show hanging, in order for the artist(s) involved in the decision making and /or changes in the exhibit in advance of the First Thursday reception. Additionally, two-dimensional work must be presented in a professional manner. Unframed or saw-toothed hangers are not suitable. Matting and framing are encouraged where appropriate, and work must be ready for hanging with wire. Three-dimensional work can be hung, displayed on a pedestal or set on the floor. Moreover, any work having mold or an offensive odor will not be displayed.
- **Important dates** -
 - Work installed** no later than Tuesday prior to First Thursday.
 - Reception** is to take place First Thursday.
 - Show removal** no earlier than Friday nor later than Sunday prior to First Thursday of the next month.
 - Any artwork remaining** at the end of the following month (unless other arrangements made in writing in advance) will become the property of KFAC.