



## GALLERY POLICIES & GUIDELINES

1. Entries are received by the Gallery Committee on the "Receiving Date" only and removed on the "Removal Date" only. Please make arrangements for someone else to deliver/remove if you are unable to be here personally. Items not picked up on the "Removal Date" will be subject to a storage fee of \$3 per day. Any exceptions must be approved by the Gallery Manager.
2. Artwork is considered to be fine art media only including paintings, collage, photography and 3D works. Only original works may be submitted to our exhibitions (except for "Anything Goes" or student shows). This means that the subject of the entry must be a concept entirely developed by the submitting artist and executed by his/ her own hand. Using or duplicating another's photography or art whether by machine or paint is considered copyright infringement and may not be hung in EAC's regular exhibits. Entries determined to be duplications as defined above will be excluded from the exhibition and any awards will be revoked with no return of the entry fee. Artwork to be exhibited must be current, not more than three years old, and may be exhibited only once with the exception of "Anything Goes". All artwork must be titled.
3. All artwork must be suitably framed under plexiglas, with the exception of pastel and charcoal works which may be under glass, but not exceeding 25 lbs. Artwork must be wired properly with the wire 3 inches down from the top of the frame and should have some slack. "Gallery wrap" canvas is acceptable without Plexiglas or frame but the painting must extend to all visible canvas and must be wired. Work submitted as a diptych or triptych must be identically framed and each piece will be charged the ongoing entry fee.
4. Artwork may be priced for sale or NFS, but EAC will not be responsible for the sale of such work. Artists wishing to sell work must supply EAC staff with appropriate contact information which will be passed on to any potential buyer and resulting sale is the sole responsibility of the artist. Artwork may not be removed until the end of the exhibition.
5. Exhibitions are based on a theme unless specifically noted. All exhibitions are open to all artists with the exception of Members shows or outside group shows.
6. During judging the gallery is closed to all except the Judge and the Gallery Chair or EAC staff. A juried exhibition is an exhibition of the highest quality, and a juror will review and may eliminate entries prior to hanging. Simply hanging in such an exhibit is an honor. Entry fees are never refundable and there is no guarantee that an artist's work will be juried in. Eliminated work must be picked up prior to the exhibit.
7. Awards may be monetary, medallion ribbons, certificates and/or people's choice. There will be only one award per artist.
8. All work will be handled with the greatest care by EAC, but it is understood by the artist that EAC cannot be responsible for loss or damage. All work will be hung at the discretion of the EAC Exhibition Committee and EAC staff, and unacceptable work may be removed or not exhibited. It is the responsibility of the artist to pick up any work submitted but not exhibited.
9. Please be advised that the EAC reserves the right to make any changes in any of the above information and accepts no responsibility for undue inconvenience inadvertently caused by such changes or any error contained herein. For more information or if you have any questions please call the Englewood Art Center at 941-474-5548 or email us at [eac@ringling.edu](mailto:eac@ringling.edu).