

## **Information for artists showing in the Guild Gallery:**

Artist is responsible for mailing or emailing invitations, arranging reception, hanging show and providing information necessary to promote the show.

Guild prefers artists use the hanging system and do not hang with nails, but if nails must be used, artist is responsible for patching and painting after the show is taken down. Guild will furnish supplies needed for patching. 40 pieces of art on walls is the maximum. We can provide ladders. Guild supplies an easel for a poster to be placed outside the gallery.

Artist is to hang show during the two days prior to the first day of the month in which the works are showing. Work should be taken down and walls should be patched 3 days prior to the first of the following month. For example: For an October show, September artist needs to take down and patch on the 28<sup>th</sup>. October artist hangs the 29<sup>th</sup> and 30<sup>th</sup> and opens on the first. Exception: We rent out our gallery the last week of February every year, so the February artist takes down earlier and the March show hangs later.

Artist chooses reception date. Thursdays have proven to be best in the past for attendance. Some artists choose the first Thursday of the month for an opening reception. Others prefer the third Thursday of the month to coincide with ArtWalk. This is a night in Spartanburg when all galleries in town are open from 5-9 p.m.

Artist provides refreshments at the reception. Some provide only beverages with cheese and crackers. Some have receptions professionally catered. Some provide alcoholic beverages and some do not. All of this is up to the artist. The Guild can provide the artist with tables, ice and a trash can. Tables are 5 feet long. Artist must let the Guild know how many tables will be needed.

Guild provides media assistance for promoting the exhibit. A "Request for Media Assistance" form is given to each artist. This form must be completed and returned to the Publicity Committee chair by the first day of the month before the exhibit month. For example: the artist exhibiting in March must submit information no later than February 1. The early submission date is dictated by the deadline for information to be submitted to Carolina Arts.

Good quality digital photos of works to be exhibited, with each work labeled with its title, and/or a photograph of the artist with work helps to ensure that information will be used by the local media.

If an artist has a particular media outlet that information should be sent to, the contact information for that outlet should be added to the "Request for Media Assistance" form and digital images.

The more information the artist provides, the better job the Guild can do of promoting the exhibit.