

| April 14, 2010

The Chairperson shall research and obtain viable art spaces for Arena Art Group exhibitions. A working Exhibitions Committee - headed by the Exhibit Chairperson of the Arena Art Group shall be in place to proceed with the scheduling, planning, and completion of the exhibitions and receptions.

The Exhibitions Committee shall consist of at least 3 members to Receive artwork, set-up exhibition space, install and/or arrange artwork, organize reception, staff the shows, close down exhibition.

Instructions for each exhibition shall be sent/emailed to all members of the Arena Art Group stating the specifications for place, dates, times, and other pertinent information.

The procedures listed are standard for every exhibition.

Fees for the exhibition spaces come from the Arena Art Group Treasury funded by membership dues with occasional exceptions. (ie. Sonnenberg Gardens, Arts at the Garden, etc., may have a fee per exhibiting artist which covers admission and tent rental for the event).

The chairperson will handle sales of the artworks.

The Arena Art Group does not retain a commission on the sale of artworks. Sales percentages may change with host venue. Arena membership will be notified.

In most instances, exhibition of your artwork will be at your own risk. Some venues or galleries will provide blanket coverage. Some require that we hold our own policy. We have made provisions for an insurance policy with annual dues.

Arena Art Group exhibitions are not juried for entry or awards.

Have digital images of your artwork available for submission to the Exhibition Committee and/or Arena Art Group Publicist to be used for the promotion of the exhibitions.

Artist eligibility: Dues must be paid by January 1st with a one month grace period to February 1st . Failure to comply will jeopardize your membership status.

Members must exhibit work in at least two shows within a two-year period of the calendar year January 1 to December 31.

All artworks must be of original design and personal execution. All submitted artwork should be current, cutting edge and have the same criteria as new candidates i.e. Impact, professionally presented.

Artwork Presentation:

All artwork submitted by the artist must arrive in suitable and reusable packing containers with the artist's name clearly marked on the outside. Picture frame boxes, handled attaché cases, and luan crates are all suitable for packing. Artwork that has been only cellophane wrapped or plastic bagged will not be accepted. Should the artist have any concerns or questions they should contact the hanging committee for assistance. This provision is put into place to protect the artist's work while it is being handled and shown, to limit the liability of the group, and to insure a professional, clean show is being presented.

All artwork, frames, mattes, glass and plexi, must be presented clean, stable, and in excellent condition. All artwork must be received installation ready with appropriate hanging devices and must have identification labels made out and attached. Arena Group owns two pedestals available for use in our exhibitions - other special installation equipment must be provided by the artist. Note any special installation instructions on the identification labels. The Exhibition Chair reserves the right to refuse any artworks that do not adhere to these professional standards with consent from Chairperson. If you care enough to create your artwork you should also take care and pride in the presentation of it.

Artwork Delivery and Retrieval:

Follow the instructions issued regarding each exhibition.

No work will be accepted before or after designated drop-off times – please be punctual.

If times for drop-off or pick-up are inconvenient for you – make arrangements with someone to deliver and/or pick up your artwork.

Artwork cannot be substituted, altered, or removed after it has been received and hung at the venue. The designated artwork must remain for the duration of the show. Any violation of this provision may result in termination of membership. If an emergency arises and for some reason a work must be removed, the artist must contact the exhibition committee and the chairperson so that an arrangement can be made.

Each work of art is placed to accomplish the best overall exhibition. Each art space presents its own challenges - the hanging committee makes every effort to pull together a quality showcase of the Arena artists' work.

As an exhibiting member you are the Arena's ambassador to the community and an active supporter of the group. Attending openings serves to accomplish the purposes of the Arena Art Group and the individual artist.