

RULES and REGULATIONS for Participation in CCAL Sanctioned Art Events and Public Gallery Displays

The Crooked Creek Art League (CCAL) maintains ongoing partnerships with and seeks out opportunities for new venues in our local and regional community at which CCAL can present, show and/or sell our members' artwork, and represent our league as a professional and well-respected organization.

The Gallery Coordinator for CCAL works with many different organizations, government entities, merchants, storefronts, etc. to set up gallery events for our members. In that capacity, the Gallery Coordinator serves as the "point of contact" with the participating sponsors who have graciously agreed to showcase our work within their places of business. Dates and times for drop-off/pick-up of artwork, quality and type of work to be exhibited, roster of members participating in the event, schedules, and any other details pertinent to the event are handled by the Gallery Coordinator and communicated to participating members. Members must follow the procedures established for each event.

Each artist must provide the Gallery Coordinator and Blog Writer with the following at least one week prior to the Event/Display: Artist bio (and artist photo if desired) and, for each piece to be displayed; a good quality photo of the piece, title, medium and (optionally) the 'story' behind the piece. Please rename each image you send with the title of each piece and your name. Otherwise the image is only identified by a generic number and can be confusing to webmaster and blog writer. Please take extra care to provide photos that are straight, squared off, and website ready.

Remember that your work will be hanging in a public place where children may be present and subject matter must be appropriate. Venues also retain the right to remove work deemed inappropriate for the setting.

All artwork must be exhibition ready (all work must be completely dry, framed and ready to hang or otherwise suitably prepared for exhibit. Only wire hangers may be used. Sawtooth hardware is not allowed. For those venues that can accommodate it, any 3D artwork must be freestanding and appropriately sized to the venue. Any sharp or hazardous elements must be under glass or Plexiglas.

Only hardware (nails, screws, etc.) already in place at a venue may be used and none may be moved to accommodate a piece of art. No additional hardware (nails, screws, stick-on hangers, etc.) may be added to a venue's space. The Crooked Creek canvas sign may be moved to an existing hanger if necessary.

All artwork must be displayed with an exhibit tag or label that can be affixed to the bottom of the artwork which includes: Title, Artist, Medium, Artist Contact Information and Sales Price (if appropriate). Ideally, this tag will reference CCAL. Go to **Forms** on the website, print out tags on heavy paper such as cardstock, and affix to the bottom of your piece as shown in the following diagram:

SAMPLE for possible public gallery artwork exhibit label.
Just type your information below where indicated, print and cut.



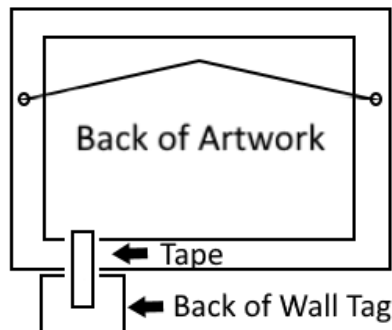
The image shows a sample artwork exhibit label template. At the top left, there is a blue rectangular box containing the text "Crooked Creek Art League". To its right is a circular logo with the letters "CCAL" inside, surrounded by colorful geometric shapes (orange, red, blue, green). Below the logo, the text "Artwork Title" is centered in a large, bold, serif font. Underneath that, "Medium" is centered in a smaller, bold, serif font. Then "Artist Name" is centered in a bold, serif font. At the bottom, there are two fields: "Artist Contact Info (phone and/or email)" on the left and "Price" on the right, both in a bold, serif font. The entire label is enclosed in a dotted-line border.

How to Use this template:

For each label, replace the words shown in the example above with the correct information for you and your artwork.

Print and cut out the label (white card stock or thick paper works best).

Help protect our gallery hosts walls!! Use tape (low tack painters or artists tape works great) and tape this label directly to the bottom of the artwork (see diagram below). Please do NOT tape your tag directly to the wall to avoid wall damage when the tag is removed.



Members must adhere to stipulated drop-off and pick-up times. It is not acceptable to drop off or pick up work outside of the previously made arrangements, as members may not be aware of special circumstances or conflicts that may arise for the event sponsor from alterations in the schedule. Members must not contact the venue directly to alter arrangements that have been established and presented to the membership as a League event. Such requests are confusing to the participating merchant/vendor and may conflict with other events already in progress.

Members must not change schedules by themselves. All questions and/or requests for special accommodations for a league event must be made to the Gallery Coordinator well in advance.

If possible, exceptions may be made for special circumstances, but members should understand that such requests may or may not be granted.

At no time will CCAL or the hosting venue be responsible for the safety of your art work. All art work hangs at the sole risk of the artist.

By submitting your name to participate in events and displays through CCAL, members agree to abide by these rules and regulations. Members who do not adhere to the arrangements made with the event sponsors will not be allowed to participate in said event and will be banned from the next venue as well unless they have contacted the Gallery Coordinator directly and an exception has been made.

The above procedures have been established in response to concerns voiced by our participating merchants/organizations. Following these procedures should eliminate confusion, and ensure that our League is perceived as a well-organized entity, with the ultimate goal being to represent our League in the best possible light. It is our hope that future venues/sponsors will be open to our exhibits and even seek us out because of the quality of our work and the professionalism of our League.