



Exhibition Guidelines

ART LEAGUE OF HILTON HEAD

Revised on 12/06/2024

Any changes from the prior year are highlighted.

Questions? Contact:

Art League Gallery

Phone: 843.681.5060

Email: gallery@artleaguehhi.org

Located mid-Island inside the Arts Center
at 14 Shelter Cove Lane

Mail to: PO Box 22834

Hilton Head Island, SC 29925

www.ArtLeagueHHL.org

www.Facebook.com/ArtLeagueHiltonHead

Guidelines for exhibiting in Art League Gallery and the affiliated community Satellite Galleries:

Art League Gallery welcomes artists of all skill-levels to exhibit in our public gallery who are 18 years of age or older and a Lowcountry or surrounding GA County resident. * (*See pg. 5)

Art League Gallery strives for a professional presentation of artwork. Artwork must meet the following guidelines, or it is not acceptable for exhibition:

- To exhibit, the artist must purchase an Art League of Hilton Head Exhibiting Membership
- Each artist can exhibit one artwork per exhibit. With each change of show, a new artwork must be delivered to the gallery and the old artwork must be picked up (unless sold).
- All works must be for sale. If your piece sells, you are encouraged to bring in a replacement piece of a similar size as soon as possible.
- All work must remain in the gallery for the exhibit's duration unless sold.
- Artists can show an artwork previously on exhibit after six months.
- Diptychs and triptychs are one price for the set and cannot be sold individually. The combined size of the artwork must fit within the total allowable size limit.

A note about hanging:

Art League Gallery prides itself on displaying artwork as best as possible. Once placed for exhibit, no member can change an artwork's location in the gallery or remove it before the following change of show date. The gallery will provide all labeling—no displaying of additional labeling or business cards is allowed except by the featured artist. The show installation begins at 12pm, and **no late artwork is acceptable** to produce a cohesive exhibit.

Change of Show

Artwork should be delivered on show change day between 10am and 12pm; no late submissions will be accommodated. If attendance is not possible, please contact a Gallery Representative at least one week in advance to discuss alternative arrangements. Artists must re-register any replacement artwork they wish to re-display. Please use your legal name, no pseudonyms, on all forms; registered business names are acceptable.

Artwork Pickup:

Artwork pickup will occur between 10am and 12pm on change of show day. If you cannot collect your artwork, please arrange for someone else to do so on your behalf.

Artwork left unclaimed for more than four weeks post-exhibition, without prior approval, will become the property of Art League of Hilton Head.

Wall Display Standards

Wall display standards must be met for artworks to be exhibited, as professional presentation is crucial for competing with other galleries. Proper presentation enhances the salability of art. Artists are encouraged to add a secondary label on the back of their work to highlight specific processes used, aiding in sales and informing art collectors.

All artwork must meet these criteria:

- Original in conception and execution; no kits or copies allowed (except in the Fabulous Fakes exhibition).
- 2D artwork weight must not exceed 20 lbs.
- Framed artwork dimensions must not exceed 36” (width) x 48” (height).
- Hanging wire is required; metal-backed artworks may use sawtooth.
 - A \$10 fee applies for missing wires, or artists must repair before exhibiting.
 - String or fishing line is not acceptable.
 - Use d-rings or screw eyes to attach hanging wire, which must be tight and hidden.

Framed Works

Simplify your framing. Let your art speak for itself. Frames, Plexiglas, Glass, and Mats that are dirty, damaged, or scratched are unacceptable.

Plexiglas:

- Cover works on paper with Plexiglas.
- Must fit the frame without bulging.
- Thickness should be 1/10-1/8 inch.

If using Plexiglas, please indicate to your buyers by providing a secondary label on the backing of your work with the following information:

This artwork’s frame includes Plexiglas, which is archival and UV-resistant. To preserve its original quality, clean Plexiglas differently than glass. Always use a soft rag and either commercial “acrylic cleaner” or mild soap and water. Do not use window cleaner or paper towels.

Glass:

- Pastels must be covered with glass.
- Art League Gallery recommends an acid-free mat.

Works on Canvas

If work is unframed, it must be on gallery-wrapped canvas, with no tacks or staples showing. All canvas must be square and secured at right angles. The sides must be painted or clean of any paint. Canvas must be ½” in depth or larger.

All Other Wall Works

One piece of framed or hanging Fiber art, Assemblage, Metalwork, Basketry, etc., will be accepted in place of freestanding/ pedestal (3D) works.

- Framed works in Fiber must follow the “Hanging standards” guidelines.
- Unframed works in Fiber, Assemblage, Metalwork, Basketry, and so forth must follow “Hanging Standards” guidelines.

Small Wall

Exhibiting members can showcase one artwork on the Small Wall, which must be changed quarterly. Artwork dimensions, including the frame, should not exceed 10”x10” and must be priced at \$100 or less. Only hanging wire or sawtooth hangers are allowed for mounting. **3D artists may display a small piece in the far window cabinet.**

Photography/ Digital Art

All photography and digital artwork must meet wall display standards and select one of the following mediums based on the creation process:

- **Photography:** Minor edits like cropping and saturation adjustments are allowed.
- **Photographic Digital Art:** Artwork digitally enhanced from the artist's own photographs, using techniques like overlays and composites.
- **Digital Art:** Created entirely on electronic devices from scratch; no illustrations or AI-generated content allowed.

All works must comply with US Copyright laws and be original creations by the exhibiting artist. AI-generated artwork is not accepted.

For 2-D pieces combining photographic or digital images with other media, you may categorize it as mixed media.

A maximum of ten digital artists can exhibit at Art League Gallery.

3D (Freestanding or Pedestal) Artwork Standards

Freestanding or pedestal artwork must adhere to strict 3D standards for exhibition. Key points include:

- Original conception and execution required; no kits or copies.
- 'Fakes' allowed only in the Fabulous Fakes exhibition.
- Artworks must be intact, clean, and stable.
- All pieces must change with each show.
- Maximum weight for 3D artwork is 25 lbs.
- Only **one** freestanding or pedestal artwork is allowed per exhibition.

Note: Currently the gallery does not accept wearable fiber art, pillows, throws, quilts, or similar works except for the Anything Goes! Member Show and Gallery of Gifts exhibits.

Bin Art

Artists are permitted to submit up to three* pieces of bin art, with dimensions ranging from 8" x 8" to 36" x 40", mounted on 3/16" Foam Core board. All artwork must be professionally shrink-wrapped or packaged in clear bags to ensure a snug fit. The quality of submissions will be evaluated, and any non-compliant pieces will be returned to the artist. Each artwork should include a gallery label and be documented in the bin art book.

Artists are required to update their inventory on a quarterly basis and replace any unsold pieces. Limited edition works must be sequentially numbered, and accompanying certificates of authenticity must meet archival standards, if applicable.

Notecards

An artist is permitted to showcase **one* slot** for notecards, bookmarks, or small items, with maximum dimensions of 6 inches (width) by 9 inches (height).

- Notecards and card sets must be presented in a professional manner, either shrink-wrapped or packaged in clear, self-sealing polypropylene bags or boxes. If using bags, ensure the artwork fits the dimensions precisely and is folded accordingly.
- Notecards must be uniformly priced as whole dollar amounts for both individual cards and sets.
- Three-dimensional artists may display up to ten small items in the far window cabinet. They are responsible for providing their own professional display, which should not exceed 18 inches by 18 inches.

Sales of notecards, bookmarks, and small items will be tracked by quantity rather than subject matter. Artists are responsible for monitoring their subject-matter sales.

Magnets

Artists can display up to three* magnets, each a maximum of 6"x 6", priced at \$10. Magnets must look professional and can feature original work, prints, or photography. Signing or titling is allowed on the front, and artwork must be securely attached to the magnet with strong adhesive. 3D artists can also participate. Sales are tracked by quantity, and artists must monitor subject-matter sales themselves.

Jewelry

Jewelry at Art League Gallery must be original and creatively designed. **New jewelers need to apply**, with selections made by a jury of five, focusing on design and workmanship for diversity.

- Exhibitors pay \$95 per box and must purchase a membership.
- Quarterly, all inventory must be replaced, with new inventory sheets submitted.
- Jewelry cannot be removed outside of the Change of Show period, and sold pieces should be replaced promptly.
- Extra jewelry can be stored in designated red boxes for easy replacement.

Failure to comply with the regulations may result in losing exhibition opportunities.

Display Requirements:

Display all jewelry professionally and artistically. Uniformity within your display will benefit all jewelers. Avoid overcrowding and sparsely filled cabinets.

Jewelry displays must meet the following guidelines;

- Earrings must be on a professional display stand (no earring cards)
- No more than two large (10" or higher) neck display forms per box
- Professional display forms only
- Ten items per box maximum

Failure to comply with the regulations may result in losing exhibition opportunities.

**Please be aware that, due to space limitations, the number of slots may be adjusted throughout the year.*

Plagiarism & Copyright Infringement

Art League of Hilton Head strictly prohibits plagiarism and copyright infringement, emphasizing the importance of respecting artists' originality and protecting their intellectual property. Members selling plagiarized artwork face consequences, including possible termination of membership. Art League of Hilton Head encourages the creation and sale of original art to maintain community integrity.

Plagiarism is defined as stealing and using another's ideas or words without credit.

Copyright refers to the exclusive right to reproduce and distribute creative works.

How to Avoid Plagiarism and Copyright Infringement:

- **Never Sell Copied Artwork:** Selling copies of masterworks is illegal and unethical unless permitted, such as in ALHH's Fabulous Fakes exhibit.
- **Credit All Non-Original Work:** Always credit the original artist when using their work, and seek permission before recreating their photographs.
- **Artwork Created in Workshops:** Many juried exhibitions prohibit artwork created in classes. Always check rules, and if receiving help, ask permission before selling the work.

Artist's Exhibition Agreement

Please read and sign the Artist's Exhibition Agreement to indicate that you agree to all terms listed in the above guidelines and return it to the Gallery Staff. The Artist's Exhibition Agreement must be completed and turned in to the Gallery to be kept on file. An artist can only display their art with a signed agreement.

Please provide a current personal biography and photograph (optional) for a Gallery Representative to make available to visitors and patrons.



All Exhibiting Artists must be at least a part-time resident of the shaded Lowcountry and surrounding GA counties.

Art League Gallery has the right to remove artwork not following these standards. Your suggestions are welcome, and we will try to answer any questions you may have regarding these updated policies.

Art League of Hilton Head reserves the right to amend these guidelines.

2025 ARTIST'S EXHIBITION AGREEMENT

1. I, the undersigned, hereby agree that I will not hold Art League of Hilton Head, any of its volunteers, employees, or agents responsible for any loss or damage, however caused, to any work submitted for any exhibit. If the exhibition is being held at any site other than Art League Gallery at the Arts Center of Coastal Carolina's Walter Greer Gallery, the foregoing provision shall likewise apply to and release from liability Art League of Hilton Head, its volunteers, employees, and agents.
2. The undersigned has paid an exhibiting member fee. This fee allows the undersigned to exhibit from January 1 to December 31.
3. All artworks must be for sale, remain in the gallery, and cannot be removed during the specified duration of the show unless sold.
4. **Any artwork left in the gallery for longer than four weeks after the close of an exhibition without prior approval will automatically become the property of Art League of Hilton Head** and will be disposed of in any manner decided upon by Art League. Artwork may be retrieved by a person designated by the undersigned with prior notification to a Gallery Representative. **Initial here to certify you agree**
5. Art League of Hilton Head receives a commission of thirty-five percent (35%) of the sale price of artwork; **the artist receives sixty-five percent (65%) of the sale price. This also applies to the sale of an exhibited work of art up to thirty (30) days after the close of an exhibition for which the work was submitted if the buyer was introduced to the work of art in Art League Gallery.**
6. The undersigned understands that all artwork sales must be processed through Art League Gallery unless prior arrangements have been made with the Gallery Representative. The undersigned further understands that exhibitors are not authorized to affect sales of their work directly with a customer. Checks in the full amount indicated on the identification card will be made payable to Art League of Hilton Head. At the beginning of each month, the Art League Bookkeeper will issue a check to the artist for 65% of all sales processed in the previous month. The undersigned also understands that all prices indicated on the identification cards are set by the artists and are not negotiable by gallery personnel.
7. The undersigned agrees to pay Art League of Hilton Head **twenty percent (20%) for a commission**, or ten percent **(10%) for a referral** s/he may receive because of the efforts of Art League of Hilton Head.
8. I permit ALHH to photograph or record my artwork for marketing and promotional purposes.
9. I agree to indemnify and hold Art League of Hilton Head Island Inc. harmless of all losses, liabilities, damages, costs or expenses (including but not limited to reasonable attorney fees and other litigation costs and expenses) incurred by Art League of Hilton Head Island, Inc. as a result of any claims or suits that I (of anyone claiming by, under or through me) may bring against Art League of Hilton Head Island, Inc. to recover any losses, liabilities, costs, damages, or expenses which arise during or result from participation in any Art League of Hilton Head Island, Inc activity, regardless of whether or not caused in whole or part by negligence or other fault of Art League of Hilton Head Island, Inc..

Art League Board of Directors (or their designee) reserves the right to determine whether an artwork is original, is the work of the submitting artist, or is suitable for display in Art League Gallery. Art League of Hilton Head provides a self-supporting gallery to show artwork that is in good taste and non-controversial. If you have any questions or concerns, please call a Gallery Representative at 843.681.5060.

I have read and understand all of the guidelines in the Exhibiting Artist Information Packet.

Printed Name: _____

Signature: _____ Date: ____/____/____