



Exhibitor Guidelines/Regulations

1. Artwork submitted must be for sale, ready to hang, and "Family Friendly".
2. Framing information
 - a. Gallery wrap is acceptable.
 - b. Frame must have felt pads on the back, on whatever surface protrudes most.
 - c. Hanging wire must be secured onto frame.
 - d. Secure hanging hooks will be supplied by Eagle Station.
3. Size
 - a. No minimum.
 - b. Maximum canvas size 24"x36".
4. Number of pieces
 - a. Each exhibitor should have at least 3 pieces.
 - b. Consider having others available to submit when your displayed work has been sold. (See "Sales" below.)
5. Labeling
 - a. Each piece must be labeled on the back with artist's name and number.
 - b. Front labels with artist's information (name, town, artist's number, title, medium, price) will be supplied by Eagle Station.
6. Submission
 - a. Complete an Artist Inventory Sheet at Eagle Station.
 - b. Submit to the Eagle Station art committee a biographical sketch.
 - c. Works must be submitted to the committee at Eagle Station by the date specified during that display cycle.
 - d. Dates will be posted on the Eagle Station website (www.eaglestation.org) and the Eagle Station Facebook page (<https://www.facebook.com/groups/EagleStation>).
 - e. Emails will be sent to those who have email addresses.
 - f. The Eagle Station art committee will have guidelines to follow as well when screening your artwork for display.
7. Display
 - a. Understand that your work will be on display for at least 2 months, or until sold.
 - b. If your work is sold during the first part of the display period, you have the first chance to supply a replacement, which is subject to the same procedure as your originally displayed work.
 - c. If your work is sold during the last part of the display period, the Eagle Station art committee will use its discretion to replace it with a piece that will carry over into the next cycle.

8. Sales

- a. Volunteers will handle the sale of items. Each artist may be asked to volunteer during a special event at Eagle Station.
- b. 10% of the sale price will be donated to the Eagle Station Advisory Board.
- c. An Eagle Station art committee representative will contact you, the artist, upon the sale of your work.
- d. Artwork requested by a buyer during the display period must be sold according to these guidelines, and not negotiated for sale after the display period.
- e. Any artist found to have done so will be asked to leave the Eagle Station show and will no longer be qualified to enter art work for display.

9. Fees

- a. No fees are collected for displaying art.

10. Liability

- a. Although the utmost care will be taken in handling the entries, neither the Eagle Station Advisory Board or art committee nor its representatives will be responsible for damage or loss whatsoever the cause.
- b. Artists are encouraged to carry their own insurance.
- c. The Eagle Station Advisory Board and art committee reserves the right to reproduce works for publicity purposes, unless otherwise stated in writing.