

The Gallery at First Parish in Lexington

General Guidelines for Artists:

- Approximately four to six shows per year. Each show is 30 – 120 days in length. Individual show lengths and the overall exhibition schedule will be decided by the gallery committee. Artists will be notified as the schedule is determined.
- Artists are responsible for putting up and taking down their own shows. Please request help from members of the gallery committee if needed.
- Please allow current artists to handle and take down shows before attempting to hang your show. Artists should never take down or handle another artist's work on display.
- All works should be in 2-D, framed, wired and ready for hanging but no saw-tooth hangers. Artwork should be hung at "60 on center." This means that the center of your art should be at 60 inches from the floor. It is possible for deviation between 58in or 62in as long as it is consistent.
- All artwork is hung on the hanging system. The components and tool are in the Parish Hall closet on the top shelf in the far right corner of the closet. Please ask for help from a committee member if you do not know how to use the system.
- Alternative art installations are possible. We know that some art does not lend itself to traditional framing presentations or hanging systems. Alternative ideas or proposals are welcome, please consult with the gallery committee.
- The current labeling system is in the form of an art list with prices and a separate artist statement and/or bio.
- Sale of artwork is allowed in the gallery and the church would appreciate 15% of the proceed as donation to help fund gallery improvements.
- Exhibiting artists are fully responsible for the show's opening reception. Please coordinate with gallery committee and church administrative assistant for a suitable date.

Promotion

The church will post news of the current exhibition on the church website and in the weekly email newsletter *Focalpoint*. We will also submit to the *Lexington Minuteman* and other publications.

Disclaimer

The staff, volunteers and members of the First Parish Unitarian Universalist Church, in Lexington are not responsible for artwork exhibited in the show and will not be liable for lost, stolen or damaged work. It is advisable that artists have insurance.