

# The Gallery @the SHS



SHARON HISTORICAL SOCIETY

*An Artist's Guide to a Successful Show!*

Policies, Regulations and Logistics

2011

Fees for extra open hours are billed at \$20/hour to cover the cost of museum staff.

For commercial exhibitors and non-profits involved in a fund-raising event, 30% of gross proceeds will be requested in addition to a cleaning fee of \$50 (if necessary).

**Insurance:** Liability for personal injury, loss or theft of materials is covered by a policy held by The Sharon Historical Society.



Judy Albright, Coordinator of The Gallery @the SHS

860-364-0477

[judyalbright@snet.net](mailto:judyalbright@snet.net)

Liz Shapiro, Museum Director

860-364-5688

[sharonhistoricalsociety@yahoo.com](mailto:sharonhistoricalsociety@yahoo.com)

The museum **will not** pay postage for the cards the artist wishes to send out. *The permit stamp must be covered by a postage stamp by the artist.*

**Posters**

The museum will design and print 15 - 20 posters for the artist to distribute.

Artists may request additional posters for a charge of \$.50/small 8.5 x 11; \$2.50 for large, 11 x 17

**Exhibit Receptions:** An exhibit reception may be scheduled for a mutually convenient time once the application for exhibition is approved and the length and dates of the exhibition are determined. The museum will provide refreshments (wine and a non-alcoholic beverage, cheese and crackers), and do set-up and clean-up at the event. Any additional food provided by the artist is welcome.

The museum will keep the building open, ensure the cleanliness of the galleries, publicize the event with press releases, newsletter articles, etc. in a timely fashion. The museum will provide rental of the museum and staffing for the event at no charge to the exhibitor.

**Charge for use of the Hallway Gallery:** The use of the hallway gallery is free for non-profit organizations and individual artists (commercial exhibitors).

A 20% commission of the sale price on works of art on exhibit that are sold is required. CT State Sales Tax will be added to the artwork sale unless the artists does not wish it. The buyer will pay the artist directly and the artist will then pay the museum the 20% commission fee.

Regular museum hours are Tuesday through Friday, from 10-4 pm. If the exhibitor wishes the exhibit to be open in excess of these hours, arrangements must be made through the museum director. A museum staff member must be on the premises at any time the museum is open for public visitation.

**Application for use:** All exhibitors who wish to use the hallway gallery must complete an application form a minimum of two weeks prior to use. If the application is successful, use of the hallway gallery will be on a first-come, first-served basis. Contact Judy Albright, Gallery Coordinator at 860-364-0477 or Liz Shapiro at the Sharon Historical Society for information and copies of required application forms at 860-364-5688.

We will need three to four digital images (300dpi or higher) of your artwork upon submitting your application.

We will also need a statement of purpose and a brief biography or resume.

**Exhibit Set-up and Breakdown:** Exhibits will be installed and broken down at a mutually convenient time to be determined by the exhibitor and museum staff, preferably during regular hours of operation prior to public hours of admission. The date the exhibit will be dismantled will be determined prior to the exhibit opening.

**Supervision:** Any changes to the hallway gallery area must be approved by the museum director.

**Keys:** In order to ensure the security of the museum, only those persons from organizations having an on-going need for access will be issued keys.

**Thermostats:** Due to concerns with humidity and climate control, users may not have access to the thermostats in the building.

## **Promotion**

### **Postcards**

The museum will design a postcard to advertise the exhibit to print and send out to the museum mailing list at their cost (about 425).

Artists **MUST** pay \$20 towards the cost of postcard printing of standard size cards (4" x 6") If a larger card is requested by the artist, the artist must pay an additional \$20 for a total of \$40. In return the artist receives approximately 75 cards for their personal use. If further cards are desired by the artist, they will be printed at cost for the artist.