

Artist Guidelines, Rules and Regulations

for Art Shows as of July 2014

A. General

1. Show is announced 3 months in advance of the show. Download and print application from CBAA Website, Newsletter or pick up Application at the studio. PLEASE DO NOT PROCRASTINATE! It makes the Chair Person's job more difficult!
2. **Application is to be signed and MAILED, along with a Check to the CBAA Studio 103 Barton Blvd. Rockledge 32955. The Chair Person needs all applications and monies to keep track of the number of artists entering, space allocation and to make timely bank deposits. Applications will be on a first come first serve basis with the time stamp on the envelope as time received. You may drop off your application at the studio with the date and time submitted written on the top of your application.**
3. **If you are unable to attend the show notify the Show Chair immediately. You are not allowed to reassign your booth. Only 2 artists are allowed in one shared booth**
4. The CBAA will conduct all sales at the show and collect appropriate sales tax. A 20% donation is given to the CBAA for credit card charges and to help pay for show costs.
5. Artists cannot conduct their own sales at the show.
6. Artists will be reimbursed for their sales via check as soon as possible after the show, as the show data is sent to the Treasurer, generally within one week after the show.
7. On signing and submitting the application, the Artist releases the CBAA and venue for any damages that may occur to art, missing property, or any other losses.
8. **Participating ARTISTS or their Representative will be required to attend a Show Meeting prior to the show to pick up their show information, including badge, check in and tear down times, show times, diagram of the venue and where your space is, along with information about the venue; parking etc. This information will be reviewed at this meeting and any questions answered.**
9. **Artists will be required to check in with the show Chair BEFORE setting up.**
10. **You are required to make sure your space is clean after the show and cannot tear down until the Chair Person announces it is time to tear down.**

B. Art Submission Rules

1. All ART WORK, REPRODUCTIONS, NOTE CARDS MUST BE PRICED FOR THE CONVENIENCE OF THE SALES TABLE. Please double check after set up to assure that all your art is marked CLEARLY with your name and price.
2. All Art work that is original must be marked as ORIGINAL with Artist Name, Medium and Price. Nudes are not allowed at this time.
3. Do not bring in Art work you don't want to sell.

4. Prints and reproductions must be marked as prints with the Artist Name, Medium and Price and cellophane sleeved.
5. Art must be appropriately matted and or framed. Gallery wrap is acceptable.
6. **The Chair WILL NOT accept framed art or reproductions with brown cardboard backing. This looks unprofessional, as well as destructive to the art itself. Framed, glassed art should have Artist backing paper on the back to give it a professional finish.**
7. Artists are available to give information to those who are unsure of how to professionally present your art.
8. **Art that is entered in a Juried Show that wins an award will be disqualified if it has a cardboard back and is not noticed before judging.**
9. Browsers must be of professional quality.
10. Art submitted for Jury must not have won an award previously, must be ORIGINAL and properly displayed.

C. Venue and Set Up

1. Booth space is floor space only. Artists must bring in their own easels, browsers, tables, display panels or grids. Panels and grids must be of professional quality (what would be used in outdoor shows or retail sales stores). Artists may share panel space if booths placed next to each other allow for it.
2. **Outdoor tents are not allowed at indoor shows.**
3. Table space is the top of table only and will be supplied by the venue or studio. Table Artists next to a booth may share a panel if the booth artist allows it.
4. Table covers , white or dark colors are acceptable.
5. Chairs will be supplied for artists who need to sit.
6. Easel space is only ONE painting per easel. It is not fair to other artists paying easel fees if you hang 2 paintings on an easel. This will not be allowed unless you wish to pay the additional fee.
7. **Arrive to set up at the advertised time. DO NOT** arrive before this time as you will have to wait. The Chair Person and volunteers need time to finalize last minute issues and prepare.
8. **Have your vehicle packed and ready to go the day before the show set up.**
9. **Artists that do not arrive in time to set up before close of set up due to ill planning, will not be able to set up for the show.** Things do happen and in the event of a problem call the Chair Immediately to arrange help setting up. If there is a time issue with set up, call the Chair ASAP before the show day set up to work out a solution. This is only for major conflicts in time and not for minor issues. No Artwork is allowed to be set on the floor and leaned against table legs or panels.

D. Professionalism

1. We all know art shows can be boring at times. We cannot guarantee sales. That said; please avoid congregating in large groups to “chat”, blocking booths, tables or isles. Try
2. to keep it to 2-3 people, keep it short or step outside the door. It looks crazy with all the artists milling around outside their booth or table area and ignoring the customers.
3. Please **do not** put chairs in a circle and sit and chat while customers try to circumnavigate your chairs.
4. Blocking other Artist’s booths and isles with chairs is unfair and you **WILL** be asked to move your discussions outside the venue. It looks tacky and is unprofessional.
5. **The best sales at an Art Show come if you ENGAGE with your Customers.** Talk to them without being pushy and engage them in general conversation first. You will quickly learn who is interested. Tell them the back story of your piece of art. Customers love to know why you painted it! Some people won’t know that you are the artist if you don’t tell them! If you are shy and don’t know how to approach a customer, please ask for HELP in this regard. We want you to succeed and SELL! Don’t ignore people when they walk into your area. Let them look and if they stay around, offer more information. Help other artists sell by talking up their art if they are away from their area.
6. **While at the show, PUT ON A HAPPY FACE!** Don’t stand around and complain about the lack of customers, how boring it is, how you wish it would end or any general complaints. Customers can hear you. Save those for the comment paper given to you at the end of the show.

Thanks and let’s try and SELL!!!

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