



**East Hawaii Cultural Center /
Hawai'i Museum of Contemporary Art**

Exhibition Procedures Booklet

**Prepared by the Office of EHCC / HMOCA
Revised April 2016**

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East Hawaii Cultural Center

141 Kalakaua St. Hilo, HI 96720

www.ehcc.org admin@ehcc.org (808) 961-5711

Exhibition Procedures

NOTE:

As per the signed contract, these rules and regulations **MUST BE FOLLOWED**:

PAYMENT OF FEES, DEPOSITS, AND OTHER CHARGES

1. One month prior to exhibition, a valid credit card must be submitted to the Office as a deposit and guarantee towards all fees attached to the exhibition. The information will not be shared with anyone and will be used against any outstanding fees or charges leveled against the artist(s) at the end of the exhibition. Fees may include cleaning, storage, damage to premises, rental fees, etc. All outstanding unpaid fees will be charged to the credit card.
2. **All charges and fees are non-refundable**

ARTWORK

1. All work must be originals, hand struck, or quality giclee prints. Artwork done digitally and printed professionally on canvas will be considered.
2. The exhibition is comprised of **ONLY** accepted work. In the event that additional works are needed to fill out the show, approval of the works by the Director or the Gallery Committee is essential.
3. All artwork must be ready for installation, properly framed, and matted with proper attachments for hanging.
4. Shrink wrapped works are not accepted except where the concept of the piece or exhibition is essential. Permission must be given prior to the show by the Director or the Gallery Committee.
5. Artworks with hanging clips are not acceptable.
6. 3-D works and large works must be approved by the Gallery Technician prior to installation.
7. Works with dangerous edges, protrusions, or other aspects that might endanger the public must be reviewed by the Gallery Technician.

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8. A complete inventory list must be prepared and delivered to the Gallery Technician one (1) week prior to the installation of the show. The inventory list must include:
 - a. Title
 - b. Medium
 - c. Price
 - d. Artist's Name
 - e. Additional Information (optional)
9. All artwork must be identified with corresponding information.

INSTALLATION

1. Artwork must be delivered to EHCC one (1) week prior to the OPENING reception unless prior arrangements have been made with the Gallery Technician in writing, in advance, **preferably two (2) weeks** prior to installation.
2. The Gallery Technician, artist(s), and Director confer as to the concept of the exhibition. The Gallery Technician works with the artist as to the installation itself, with the Gallery Technician having the final say in hanging the show. In the case of any disputes between the artist(s) and Gallery Technician, the Director shall be the deciding factor, with the Board of Trustees being advised of the situation.
3. EHCC staff will provide labels for the exhibitions.
4. All fees for the space and installation must be paid in advance of the exhibition (see contract.)

PUBLICITY

1. The following materials must be provided three (3) months before the exhibition:
 - a. Press release
 - b. Artist statement
 - c. Exhibition statement
 - d. Artist biography
 - e. Resume
 - f. Photos of work for publicity
 - g. Photos of artist(s)
 - h. Flyer/poster design
 - i. Invitation design
 - j. Guest list
 - k. Artist(s) email list(s)
2. All publicity material must be approved by EHCC staff
3. EHCC will email members and other interested parties who appear on the EHCC mailing list. EHCC will also include the exhibition on the EHCC website and other social media.
4. The artist(s) are responsible for the distribution of flyers and posters and it is suggested that the artist(s) submit written articles to the newspapers.

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INVITATIONS

1. The artist(s) will provide EHCC with a guest list **one (1) month prior** to the event. EHCC will notify all members and those on the EHCC mailing list of the event.
2. The artist(s) may arrange a VIP reception prior to the general public opening; the details of which must be arranged through EHCC staff at least **one (1) month prior** the opening.

RECEPTIONS

1. The artist(s) must attend their own receptions.
2. If artists want refreshments, they must provide them. EHCC offers our food service room for receptions, but arrangements can be made to serve food in the galleries upon approval by the Director.
3. If alcohol is served, artist must provide security at all exits and entrances. Alcohol is permitted but not for sale, and with express permission by the Director.
4. Artists are responsible for all damages.
5. Artists are solely responsible for the reception, invitations, refreshments, entertainment, and/or other elements of the the reception.

SALES

1. Artists agree to sales details (see contract.)
2. Artists are encouraged to stay in the gallery, while open, to generate sales, greet visitors, and answer questions about their work.
3. The artist(s) will be paid 30 days after closing date of show.

DISMANTLING THE EXHIBITION

1. Artists are responsible for dismantling the exhibition and removing all artwork and supporting materials (photos, banners, posters, etc.) from the premises within 48 hours after the closing date of the exhibition. Failure to do so will result in EHCC employing the Gallery Technician to remove artwork and exhibition materials at a cost of \$150.00 to the artist(s). Work left after one week from the end date of the exhibition will be subject to an additional fee of \$10.00 a day, up to 30 days, upon which EHCC will take legal possession of said artwork, to dispose of at will.

SOLD ARTWORK AND SHIPPING

1. Any artworks sold during the exhibition are the responsibility of the artist(s) to ship to the buyer. EHCC does not pack or ship artworks.
2. Artists can ask the Gallery Technician about independent packing and shipping agents.
3. EHCC takes no responsibility for any arrangements that the artists make with any private or independent packing and shipping agency/agent.

CHECKLIST FOR GALLERY EXHIBITION

1. Send in proposal (see proposal form) and make sure that it is filled out completely and correctly.
2. Receive confirmation that proposal is accepted
3. Meet with EHCC office staff to read and sign contract, and receive a signed copy of the contract and the Exhibition Procedures Booklet.
4. Supply the EHCC office staff with complete contact information, credit card information, and payment of all deposits and fees.
5. Confirm dates of set-up, exhibition, and dismantling of show.
6. Send in all publicity materials, including photographs and written supporting materials, three (3) months prior to the exhibition.
7. Meet with the Gallery Technician to confer about the hanging of the show.
8. Arrange for details of the reception with EHCC office staff.
9. Ensure that, if alcohol is served, attendants are at each exit and entrance, and are registered with the EHCC office staff.

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Exhibition Proposal

You must read: EHCC Exhibition Procedures Booklet prior to completing this proposal

Name:		Date:
Address:		
Phone:	Cell:	Email:
Proposed Body of Work:		
Medium:	Number of Pieces:	Sizes of Pieces:
Proposed Title of Exhibition:		

Artist Statement: explain your concept, process, and materials used to create this proposed body of work.
Indicate month, year, and gallery in order of preference: 1. _____, 20____ ____ Central ____ Makai 2. _____, 20____ ____ Central ____ Makai 3. _____, 20____ ____ Central ____ Makai
Check one or more of the following preferences: <input type="checkbox"/> Solo Show <input type="checkbox"/> Show with 1-2 People <input type="checkbox"/> Group Show

All work that I am proposing is original. I understand that giclee prints will be accepted only for photographs and digital art. I am including the following information and items with this proposal. If not included, I understand that this proposal may be declined or result in delays in submission to the Gallery Committee. If submitted by a Coordinator, the following information will be provided for each artist represented. I understand that the Gallery Committee reserves the right to schedule all exhibitions and shows.

*Indicates Required

- ____ *Short biography
- ____ *A list of your artistic experience, past exhibitions, and awards.
- ____ *10 or more photos or photocopies of the work you are proposing for this exhibit, or works that are representative of your statement of description. Labels with size, media, title, and date of completion are required. Additional photos of other works may be included to give the Gallery Committee an idea of the breadth of your experience. CD is acceptable. **These will not be returned. Do not send portfolios.**
- ____ Past clippings, press releases, or any other materials that you consider relevant.

I have read and agree to all conditions outlined in the EHCC Exhibitions Procedures Booklet.

Signed: _____ Date: _____

Artist or Coordinator (Signature of Coordinator indicates that all artists represented are in agreement with this proposal)

Submit this proposal by mail, email, or in person to: East Hawaii Cultural Center / HMOCA 141 Kalakaua Street Hilo, HI 96720 Email: admin@ehcc.org Phone: (808) 961-5711
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