



# **Exhibition Procedures Booklet**

**Prepared by the Office of EHCC**

# Exhibition Procedures

## ARTIST/GALLERY RESPONSIBILITIES

Artists proposing exhibitions should understand the Gallery/Artist relationship embraced by this institution.

**The Artist is entirely responsible for work generated in the studio.** If the Artist is an Installation Artist, this should be noted in the proposal. If not, **artist responsibility and authority ceases upon delivery of works to the venue.** The artist may confer with the Curator prior to installation, but **all final decisions regarding selection of works and installation of works, will be made by the Gallery Director or appointed Curator.**

Similarly, the artist may submit statements for inclusion in the exhibition or for publicity, but **the final contents of all statements and publicity for exhibitions at EHCC will be subject to editing at the discretion of our in-house Editor.** This not for the purposes of censorship, but to maintain the standards we aspire to represent as a venue. Respectful, polite behavior will prevail between Artist and all EHCC staff. Failure to respect any of these terms may result in exhibition cancellation.

**By signing the last page which is the proposal application, you agree to accept these terms.**

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## NOTE:

**As per the signed contract, these rules and regulations must be followed:**

## **RULES AND REGULATIONS**

### **PAYMENT OF FEES, DEPOSITS, AND OTHER CHARGES**

1. One month prior to the exhibition, valid credit card information 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 archival quality prints. Artwork done digitally and printed professionally on canvas will be considered.
2. The exhibition is comprised of ONLY works accepted by the Curator. In the event that additional works are needed to fill out the show, approval of the works by the Gallery Director or appointed Curator is required.
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 essential to the concept of the piece or exhibition. Permission must be given prior to the show by the Director or Curator.
5. Artworks with hanging clips are not acceptable.
6. 3-D works and large works must be approved by the Gallery Installer prior to installation.
7. Works with dangerous edges, protrusions, or other aspects that might endanger the public must be reviewed by the Gallery Installer.
8. A complete inventory list must be prepared and delivered to the Curator one (1) week prior to the installation of the show. The inventory list must include the following in either a digital spreadsheet or word document:
  - a. Title
  - b. Medium
  - c. Price
  - d. Artist's Name
  - e. Date
  - f. Additional Information (optional)
  - g. Low resolution (72dpi, no less than 600 pixels) image of all artworks included in exhibition for identification to match the provided inventory information above.

### **Example:**

<b>Title</b>	<b>Medium</b>	<b>Price</b>	<b>Artist's Name</b>	<b>Date</b>	<b>Additional</b>
Earth	Oil on canvas	\$250	Mary Smith	2022	From a series of one painting everyday for a year.

## 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 Installer in writing, in advance, **preferably two (2) weeks** prior to installation.
2. The Gallery Director or Curator and Artist(s) may confer as to the concept of the exhibition. The Gallery Director and Curator have the final say in hanging the show. In the case of any disputes between the Artist(s) and Curator, the Director shall be the deciding factor.
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 up to 1 page
  - e. Resume/CV up to 2 pages
  - f. Photos of work for publicity
  - g. Photos of artist(s)
  - h. Flier/poster design
  - i. Invitation design
  - j. Artist(s) email list(s)
2. All publicity material including texts, flyers or posters will be subject to editing and approval by EHCC staff. In any dispute between Artist and Editor, the Gallery Director will have final say.
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. If the Artist(s) submit written articles to the newspapers they must be reviewed by our Editor.

## **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. Artist(s) must attend their own receptions.
2. If Artist(s) want to provide refreshments, flowers or entertainment, they must be approved by EHCC staff. EHCC offers our food service room for receptions. 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 only with express permission by the Director.
4. Artist(s) are responsible for all damages.
5. Any entertainment at the opening or during the exhibition must be approved by the Director.

## **SALES**

1. Artist(s) agree to sales details (see contract).
2. Artists are encouraged to stay in the gallery when it is open, to generate sales, greet visitors, and answer questions about their work.
3. The Artist(s) will be paid 30 days *after the closing date* of the 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 Installer 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 Installer about independent packing and shipping agents.
3. EHCC takes no responsibility for any arrangements that Artists make with any private or independent packing and shipping agency/agent.

## CHECKLIST FOR GALLERY EXHIBITION

1. Send in a proposal along with the application (see proposal form below) and make sure that it is filled out completely and correctly. You may keep this page and the previous pages from the *Exhibition Procedures Booklet* for your reference.
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 Artist Inventory Instructions.
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 or as agreed on with the curator.
7. Meet with the Gallery Director and Installer to confer about the hanging/installation 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.

# Exhibition Proposal for East Hawai'i Cultural Center

*You must read the 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 plus specific Exhibition Proposal explaining your concept, process, and materials used to create this proposed body of work ( <i>attach additional pages as needed</i> ):		
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 up to 1 page.
- \*A list of your artistic experience, past exhibitions, and awards up to 2 pages.
- \*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 as well as the terms listed under ARTIST/GALLERY RESPONSIBILITIES.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

Submit this proposal by mail, email, or in person to:  
**East Hawai'i Cultural Center, 141 Kalakaua Street, Hilo HI 96720.** Send digitally to [admin@ehcc.org](mailto:admin@ehcc.org)