

GALLERY ON THE PALI
First Unitarian Church of Honolulu

EXHIBITOR'S GUIDE

How to Exhibit at the Gallery on the Pali

- 1) Read the Exhibitor's Guide at <http://www.unitariansofhi.org/exhibitor-info/>
- 2) Submit the Application with 3 jpegs of representative work.
If accepted:
- 3) Sign the contract and deliver to the Church Office.
- 4) Schedule Installation, Reception, and Take Down with your Gallery Associate.
- 5) Collaborate with the Gallery Directors in promoting your show.

www.UnitariansofHI.org/gallery-welcome

CONTACT US:

Gallery@UnitariansofHI.org for Gallery Directors
Office@UnitariansofHI.org or call 808 595 4047 for Church Administrator

2500 Pali Highway Honolulu, Hawaii 96817

eff. April 12, 2012

EXHIBITOR RESPONSIBILITIES

1. Submit Application online to Gallery@UnitariansofHI.org, mail or bring to the Church Office.
2. Schedule Installation, Opening, Reception, and Take down dates with your Gallery Associate.
3. Plan and generate publicity (personal/professional invitations and Press Releases).
4. Plan and provide Reception (consider food, music, flowers, etc.)
5. Provide brief description of the exhibit, bio, resume, or artist's statement.
6. Submit three or more jpeg images of representative art for review and publicity.
7. Provide price list and title cards for mounting (title, dimensions, medium, price, year completed)
8. Ensure that all artwork remains on display until show closes.
9. Careful installation of artwork:
 - A. Only wall-mounted art is permitted, except during reception when other pieces may be shown.
 - B. Art is hung by monofilament (fish line) from the nails on the panel top.
 - C. Artwork will not exceed the 60" height of the panel, except with approval by a Gallery Director.
 - D. No artwork will be hung from any light fixture.
 - E. No artwork may be hung from or cover any portions of windows.
 - F. Artist will install (with "T pins" or Velcro) title cards: title, year, medium, dimensions, and price.

SAMPLE PRESS RELEASE (USE ARTIST LETTERHEAD, LOGO, OR GROUP'S NAME)

PRESS RELEASE

For Immediate Release (or give release date)

TITLE

--Double space copy. Leave good size margin. (minimum 2" on left side)

--Answer the questions: who, what, where, when, why, how.

--The most vital information should be in the first few sentences.

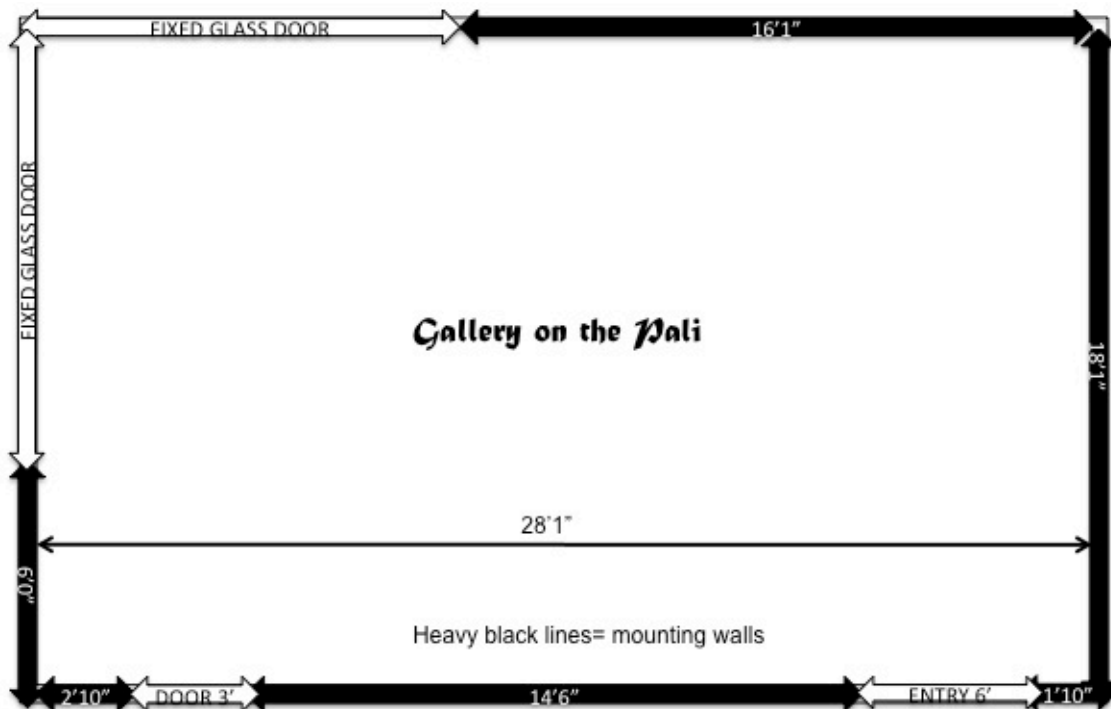
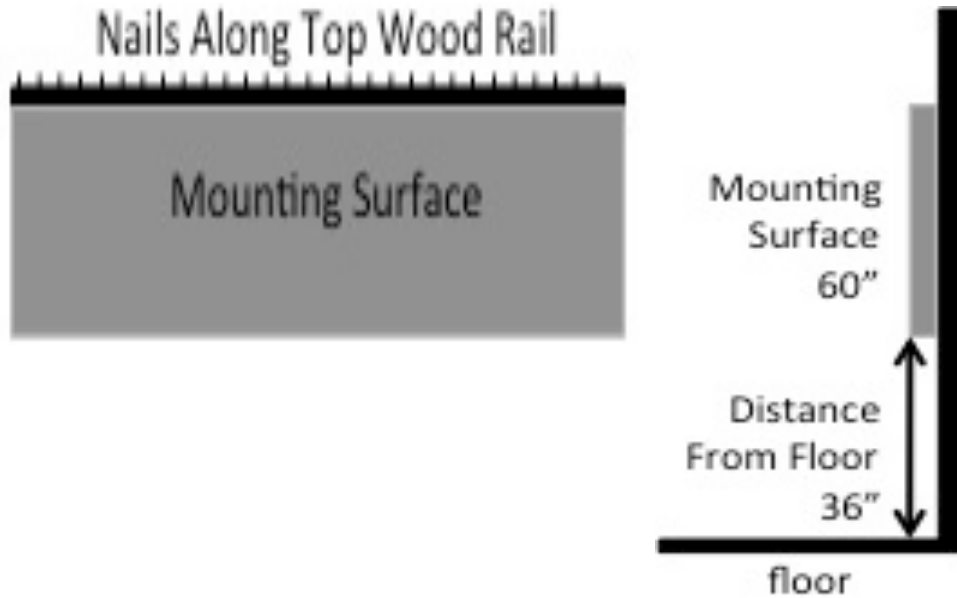
--Include a jpeg image with each Press Release

-- END --

INSTALLATION GUIDE

Materials supplied by the Gallery:

- ☞ clear monofilament (fish line) 50 lb test for hanging artworks from nails
- ☞ Velcro and T-pins for affixing the title cards, etc. to carpeted display surfaces
- ☞ Nails, museum putty and tapes are not allowed



GALLERY RESPONSIBILITIES

1. Review art work for final acceptance.
2. Provide media support for publicity, based on artist-supplied information.
3. Post announcement of exhibit in Kukui Lamalama, the Unitarian Church newsletter.
4. Announcement of exhibit in the printed and/or projected Order Of Service (OOS).
5. Scheduling of Installation, Artists Reception, and Take Down with the assigned Gallery Associate.
6. Office will receive and relay short messages and give information to callers.
7. Provide Gallery space, ladder for installation, and tables and chairs for reception.
8. Provide Reception kitchen set up facility and serving implements/platters, but no cooking facilities.

POLICIES & PROCEDURES

SALES:

Art works are purchased by buyer with a check payable to The First Unitarian Church of Honolulu.

The Gallery Directors, Gallery Associates, and the Church Administrator are each authorized to receive payments for art works.

Upon receipt of payment, a "sold" sticker will be placed on the title card by the Gallery Associate.

The Gallery will take a 30% commission.

The church will pay sales tax on any Gallery retained commissions.

Within two weeks of the end of the Exhibit, the Church Treasurer will send 70% of the purchase amounts paid to the artist.

Purchasers must pick up art works during Take Down. Make arrangements with the GA or Artist.

Should any sales directly attributable to this art exhibit be made within 30 days of the close of the exhibit, the artist will pay a commission of 30% to the Gallery.

LIABILITY No insurance is provided. A written waiver (included in the contract) signed by the artist acknowledges the absence of insurance and security will be on file with the Church office.

SELECTION OF WORKS Portfolio or jpeg images will be reviewed by the Gallery Review Panel. Artists should visit the Gallery and read this "Exhibitor Guide" before submitting their work for consideration.

DECISIONS AND CONFLICT RESOLUTION Final decisions will remain the responsibility of the Gallery Directors and the Board of Trustees of The First Unitarian Church.

HOURS Subject to change due to church activities, The Gallery is open to the public weekdays 10a,-6pm, weekends 2pm-6pm, Thursday evenings to 8pm. The Gallery is closed on holidays.

NON-SALE SHOWS IN THE GALLERY:

Most shows feature sales of art works. The Gallery also supports shows for non-profit, education, or other groups who do not sell art works, such as a class of students or a group with like interests. The goal of these shows is to bring Church programs and ideals to interface with the community. Non-sale shows will pay an acceptance fee of \$100 in lieu of commissions.

GROUP SHOWS (shows with multiple artists) must have an Artist Representative who will:

1. Schedule dates with the assigned Gallery Associate.
2. Coordinate the "intake" of the art.
3. Provide Art Work list with titles, dates, and dimensions and a complete price list.
4. Prepare and duplicate program (optional).
5. Ensure that the contract (with waiver statements) are received from each participant.
6. Coordinate artist installation of the exhibit.
7. Provide price list and title cards for mounting (title, dimensions, medium, price, year completed)
8. Coordinate the reception.
9. Be present for the Take Down of the show and ensure that all Art Works are removed.

GALLERY AND CHURCH LIMITS

1. Since the Gallery is a multipurpose space, other usages limit art to **wall-mounted pieces only**.
2. Works may be moved, if necessary, without permission of the artist.
3. Exhibition dates may be changed, if necessary, but not without permission of the Gallery Directors and Church Administrator.
4. The church has no storage space available, therefore Art Works must be installed on installation day and removed on Take Down day.
5. The church kitchen may not be used for cooking though it can support reception serving.

GALLERY ON THE PALI EXHIBITION CHECK LIST

1. PLAN AND SCHEDULE:

- A. Choose a TITLE for your show, and a short description to characterize your work.
- B. Organize and update your PRINT MAIL and EMAIL LISTS. You should gather all names into two overall categories:
 - (1) PROFESSIONAL
 - (2) PERSONAL
- C. Visit the Gallery on the Pali.

2. ADVANCE PREPARATION:

- A. SURVEY your work.
- B. SELECT the specific pieces for your show.
- C. DOCUMENT TITLES, DATES, MEDIA, & DIMENSIONS.
- D. PRICE your work (include Gallery commission)
- E. FRAME, MAT, and REPAIR
- F. PLAN THE INSTALLATION using the scale drawing of the gallery (provided).
- G. EMAIL announcements to your personal mailing list(s) well in advance.

3. HANGING YOUR SHOW / RECEPTION PREP:

- A. HANG the art by monofilament (fish line) from the nails on the top rail.
(Gallery Associate will demonstrate.)
 - B. LABELS are attached to walls with Velcro. Include Title, Media, Price, etc.
 - C. Provide a CATALOG/PRICE LIST.
 - D. Include a statement about your art to be posted or placed on wall or on table.
 - E. Check the LIGHTING.
- OPTIONAL:
- F. Arrange for PLANTS or flowers.
 - G. PHOTOGRAPH your reception and exhibition.

4. SUGGESTIONS FOR ARTISTS RECEPTION:

- A. Food and beverages. (Beer and Wine OK, no hard liquor).
- D. Plants or other decor.
- E. Music.
- F. Clean up, close doors, turn off lights, etc.

***Buyers will make checks payable to
The First Unitarian Church of Honolulu***