

Gallery Exhibit Guidelines



1. Work to be exhibited must meet the approval of the Art Committee, **keeping in mind the multi-purpose use of the BNAC as a community meeting place, an educational facility for students of all ages, and a public building utilized by people of all ages and backgrounds.** Artists are welcome to submit an Exhibit Proposal.
2. Exhibitors will be notified about the Art Committee's decision. If the exhibit is accepted for display, the exhibitor(s) will be contacted and a Exhibit Agreement will be finalized.
3. There is no fee for displaying artwork in the gallery. A donation from the artist(s) based on sales or in appreciation for the opportunity to show in the gallery would be welcomed.
4. The BNAC will not work as an agent to sell any item on display in the gallery. The BNAC will provide contact phone numbers for buyer/seller if interest is shown. The exhibitor is responsible for any taxes due on sales.
5. The Friends of the Burchfield Nature and Art Center will provide publicity for the exhibit on our web site and Facebook page as well as notices to the media. The artist will supply a brief artist biography to assist in publicity. Exhibitors may publicize the show in other ways if they choose.
6. All exhibit items must be delivered to the BNAC gallery ready to display on the gallery hanging system or in a display cabinet. A hanging diagram is attached.
7. Exhibitors will provide a jpg of an item from the display to be used for publicity purposes.
8. Art exhibitors will provide: title, medium, and price/NFS information for each piece being displayed using the Exhibit Agreement form.
9. Picture hanging will conform to the existing BNAC Gallery Hanging System Guidelines. All artwork will be hung by BNAC Art Committee volunteers. There are 38 wire cables and hangers that are available for use. That will allow up to 76 pieces of art. Art will be hung no more than two pieces to a cable to allow spacing and ease of viewing.
10. No artwork is insured by the BNAC. The building has an alarm system and security cameras. A volunteer is present during gallery hours.
11. The exhibit will be open to the public during the opening reception and regular gallery hours.
12. Because the BNAC is a public building, there is no prohibition against photography in the gallery. The advent of the cell phone camera makes photographic prohibitions unrealistic to enforce.
13. An Opening Day reception may be held. Volunteers will provide light refreshments, punch and water. Exhibitors may supplement. If exhibitors choose to provide wine for the reception, they must also provide serving cups and someone to serve it.