



**CNY Art Guild, Inc.**

PO Box 241

Liverpool, NY 13088-0241

www.CNYArtGuild.org

**Radisson Show**

**RULES AND GUIDELINES**

### **SCREENS AND TABLES**

- Each screen is 3' wide by 6' high. One side is one screen.
- An email will be sent out about 4 weeks prior to the show for the artists to reserve the number of screens they would like for the show. Please note that the number of screens reserved for the show may be reduced depending on the number of artists participating and the space available. If this occurs, the affected artist(s) will be notified of the change in their number of screens.
- Artists' names will be placed on the screens that have been reserved for them.  
**Do not change screens with anyone for any reason unless approved by show chairpersons.**
- There is limited table space available, so if you need table space you MUST request it when you sign up for your screens. Those who have requested table space will be notified prior to the show with the amount of space they will be allowed.
- If you find that you cannot make the show, please let the show chairperson know ASAP so adjustments can be made to the screen layout.

### **TWO DIMENSIONAL WORKS**

- All two dimensional work MUST be safely and properly framed and securely wired for hanging.
- The Guild has hooks for hanging your artwork.
- Two dimensional works are limited in size to 36" wide by 60" tall, including frame. Artwork larger than these dimensions must be approved by show chairpersons.
- Diptychs and Triptychs are the exception, but must be mounted within a single frame.
- Works must be installation ready. Wires should not extend beyond the top of the frame.
- CNY Art Guild reserves the right to disqualify artists' work if it is not wired. Saw tooth hangers, clip hangers, or any other types of hangers will NOT be accepted.
- Weight of framed artwork is limited to 30lbs.
- Unframed "finished" canvases are also acceptable, but the finished image must "wrap around" the sides of the canvas or the sides must be painted black, white or colors in the picture.
- No "Wet" works will be allowed.

### **THREE DIMENSIONAL WORKS**

- Three dimensional works are limited to a height of 4' tall and 24" wide.
- Sculpture must be one solid piece - multiple sculpture works that are not connected in some way will be considered separate entries.
- Any works requiring special hanging or installation must be brought to the attention of the committee upon or before check-in.

### **PRINTS AND REPRODUCTIONS**

- Reproductions are not allowed to be hung in this show. Unframed prints and originals will be accepted, and stands will be provided for their display. They will not be judged, and must be matted and sleeved for their protection.
- Acceptable sizes range from 11" x 14" up to 16" x 20", (outside dimensions of mat). Artwork that does not fit these size limitations will be removed from stands.  
Prices for prints are generally between \$15 and \$65. Price limit for unframed originals is \$500.

### **MINIATURE AND 3-D ARTWORK**

- Miniature and 3-D Original Artwork may be displayed on tables. Artists are responsible for providing easels and stands needed for displaying their artwork. No prints may be displayed on tables. All prints must be placed in the print rack provided.
- All tables will be covered with black cloth.
- No miniature or 3-D artwork will be hung on screens unless approved by show chairpersons.

### **NOTECARDS, CALENDARS, BOOKMARKS AND MAGNETS**

- Notecards, Bookmarks and Magnets may be sold individually or in sets. Calendars will be sold individually. All items must be sleeved and notecards must include blank envelopes. Notecards will have a minimum size of 3½" x 5" and a maximum size of 5" x 7" (outside dimensions). Notecards, Calendars, Bookmarks and Magnets will be priced by the artist and a 10% Commission will apply to all items.

- A card spinner rack will be set up for notecards and a small table for Calendars, Bookmarks and Magnets. Extra items may be placed under the cashier table and put out if extra space is available.
- All items must be related to your artwork. No craft items are allowed. The CNY Art Guild Executive Board has the right to reject any item deemed craft related.
- You must reserve table or rack space in advance in order to have room for all displaying members.

## CRAFTS

- No crafts are allowed at this show. No exceptions.

## FRAMING/WIRING

- No flimsy, separated, unstable or unprofessional looking framing will be accepted. Show chairpersons reserve the right to reject anything that does not meet the Guild's show standards. Any damage to artwork due to improper wiring, framing, etc. is the artist's responsibility. The Guild is not responsible for damages due to the carelessness of another artist (i.e. drapery hooks improperly hung on screens.)

## FOR SALE CARDS

- "For Sale" Cards are provided by the Guild for uniformity and must be filled out by the Artist.
- A maximum of 2 pieces of "Not For Sale" artwork are allowed but must be accompanied with "For Sale" artwork.

## SHOW CONTRACT

- Show contract should be filled out completely BEFORE the show to expedite the checking in process. All artwork, including prints/reproductions, must be listed on the contract and labeled as such. The Guild is not responsible for incorrectly filled out cards or contracts. Be sure to check the accuracy of your information, especially the artwork list on the back of the contract. If a "For Sale" card is lost or damaged, the Guild will make a new one based on the information provided on your artwork list.
- Refer to the Radisson Show Entry Fees form to determine the maximum number of entries allowed for each artist. Extra artwork may be stored for the artist. If the artist's work is sold during the show, extra artwork may be hung to replace the sold item.

## BUSINESS CARDS AND FLYERS

- Business cards, flyers, etc, may not be placed on the screens for any reason. A table will be provided for these items, as well as information on other shows. Anything other than "For Sale" cards found on the screens will be removed.

## CHECK IN / VOLUNTEERS

- A sign up sheet will be available before the show for volunteers for setup and working at the show.
- **ALL participants are expected to stay on Sunday at the close of the show to help with tear down.**
- Any artist who will be unable to drop off or pick up their artwork must notify one of the show chairpersons in advance to set up a drop off time. If you are unable to pick up your artwork after the show, the person picking up your art must see one of the show chairpersons before they can leave with your work.

## REMOVAL OF ART

- During the show, art may only be removed by a Guild member.
- After the show, artwork may only be taken down when it has been announced by the show chairperson that the show is closed. **Do not remove your artwork from the screens before this announcement is made.**
- Show tear down happens very quickly. In order to facilitate the removal of screens, please remove all artwork from the screens before packing up artwork or loading your car.

## ASPEN HOUSE

- Any artwork left at Aspen House is the sole responsibility of the artist. The Guild is not responsible for any lost or damaged artwork that is left after the show.
- Artwork that must be taken by another member because it was left at the show, a fee of \$5 per piece per week will be incurred until the artwork is picked up by you or your representative.
- If there is a problem, you must contact one of the show chairpersons to inquire about your art. You cannot go to Aspen House during the week. It is used for preschool and no one is allowed to enter the building. Anyone trying to gain entrance could jeopardize the Guild's renting of Aspen House for future shows.
- The contact phone number for the office is (315) 635-7171.

**The show chairpersons will have final say regarding the hanging of the show.**