

COLOR & LIGHT ART SHOWS

“RULES OF THE ROAD”

Color & Light is a TEAM of fun loving professional and semi professional artists. We show, we learn and we socialize together. Our art encompasses a breadth of different mediums and our work can be seen in shows throughout Southern Maryland and beyond. Think of us as a “Gallery Without Walls”.

Sharing Venue Space

- Space limitations and host vendor preferences vary. The Chairperson will advise what is appropriate for the specific venue.
- Framed art, Canvas, 2D Stained Glass take priority in vertical space allocation.
- Generally, pedestals are reserved for 3D art. Exceptions include holiday ornaments and SMALL framed art.
- Unframed art will be displayed in C&L provided bins.
- Large personal display items should be avoided to prevent crowding art/ or blocking the view of others' art work.

The Show Chairperson

The Chairperson is your single POC for the show and the person who coordinates directly with the Venue Host. The Chairperson is responsible for:

- Timely presentation of show opportunity and member participation sign up
- Assessing venue space/ estimating the number, type and size of artworks to bring
- Ensuring equitable sharing of 2D and 3D spaces
- Determining art delivery and pick-up times
- Forming Equipment Transportation team (pick-up & return to storage)
- Forming Hanging and Take-down teams
- Ensuring artworks are properly labeled and show ready.
- Coordinating with the C&L Treasurer
- Communicating Early and Often!
- Report show outcome at member meeting.

How To Package Your Artworkand Look Like a PRO

- Framed 2D/ Finished Canvas - See “RC Guidance”(website)
- Cards/ Unframed 2D
 - Individual cards must have name & price on each. For prices that vary based on quantity, they must be bundled and have name & bundle price on each ie. 3 for \$\$
 - Cards are typically signed on the back and name & price stickers placed on the back of the card sleeve.
 - Unframed 2D must be matted and have name/ price on each. Create a ready-to-frame art “sandwich”.
 - Cellophane sleeves should be used to package cards and 2D “art sandwiches”. Sleeves provide a professional look and protect your artwork.

Participant Guidance/ Artwork Delivery

- **ARRIVE ON-TIME:**
 - Unpack your art, place it where directed by the Chairperson. Put packing materials in a bag or box and remove it when you leave. It will NOT be stored.
- **BEFORE YOU LEAVE:**
 - Ensure each artwork has a tag and that the information matches the information on the Chairperson's inventory/price sheet.
 - Initial the inventory sheet beside your name.
 - Put your tags in an envelope with your name on it and hand them to the Chairperson. Loose tags get lost.
- **LEAVE PROMPTLY**
 - Kindly ask the Chairperson if additional help is needed. If not, please leave promptly. THANK YOU!

Show Evaluation

- To assist in future show planning complete the show evaluation. Forms will be available at pick up and also emailed for members convenience.
- The results will be used to evaluate show process and venue.

Participant Guidance/ Artwork Pick-Up

- The Take-Down team will remove 3D art, disassemble and pack pedestals, and remove 2D art from walls prior to your arrival.*
- **ARRIVE ON-TIME:**
 - Check your inventory and quickly pack/ remove your unsold art. If pieces are missing and you are unable to confirm a sale, report it to the Chairperson. If the point of sale is managed by the host venue, sales reports, timing and method of payment can vary. Be patient.
- **BEFORE YOU LEAVE:**
 - Double check for anything you may have left behind!
 - The Equipment Transportation Team will return pedestals, panels, lighting, etc. to storage. Your assistance in loading our show equipment into awaiting vehicles is appreciated if you are able.

Protocol "Foot Stompers"

- Our shows are GROUP shows. Be respectful of each other and shared spaces.
 - Encourage one another. Cheer each other successes.
 - The Chairperson has a big job. Follow their guidance and volunteer to help.
 - Be patient and be flexible. There will be things beyond our control.
 - If you are unsure or have questions, ask the Chairperson.
 - The shows final design should be maintained. Rearranging should be minimal when replacing sold items.
 - Thank our host!
 - And most of all
- Enjoy the art show process, laugh more, stress less.