

## **CCA Gallery Exhibit Guidelines (Conspectus)**

The Gallery Exhibit Guidelines (Conspectus) apply to artists participating in Juried and Non-Juried shows. Featured Artists have a separate agreement. For a downloadable PDF of the Gallery Exhibit Guidelines (Conspectus) select the button below.

### **Eligibility for Non-Juried Exhibits**

Open to all artists. Membership with the Cambria Center for the Arts is not required, but is encouraged as fees are higher for non-members.

Two-dimensional and three-dimensional art is accepted and encouraged. We also encourage digital art displays.

All pieces must be completed within the last 5 years. This does not apply to “retrospective” exhibits by a featured artist.

All pieces, by local artists, must be original. Photography must have original signature on each print. Featured Artists may sell quality Giclées prints. We do not accept any work that would fall outside of the copyright laws.

If an artist wants to show work that is currently in their Member Artist Showcase, they must remove that work from the showcase for the duration of the exhibit.

Oil, acrylic, watercolor (including gouache, etc.), mixed media, pastel, encaustic, collage, and photography are accepted mediums for two-dimensional work.

Ceramics, wood, metal, stone, glass, fiber, and mixed-media are accepted mediums for three-dimensional work.

### **Eligibility for Juried Exhibits**

The above requirements apply to Juried exhibits with the following exceptions/additions:

All pieces must be completed within the last two years.

Artwork must be original and not created in a class or workshop.

Artwork that has been shown in a previous CCA Juried event is not eligible.

Artwork that has been shown in the CCA Gallery in the past 2 years is not eligible.

All entries must remain in the gallery for the duration of the show, unless the piece is sold. If the entry is sold and removed from the gallery, the artist may replace it with a similar piece at no additional charge until the close of the show.

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### **Artist Responsibility – Gallery Exhibits**

Artists are responsible for presenting work in good condition with proper wiring, hanging, and framing requirements met (see below).

All artists must provide a Current Biography or Artist’s Statement for the Artist Binder and website. This should include a picture of yourself and examples of your work.

Artists will be contacted if one of their pieces sells. As stated above, you will have the option of replacing that piece before the end of the show, at no cost, or asking that it stay on the wall until the show ends. Please do not allow patrons to take home their bought art unless you have called the artist and know that they can replace their spot.

All artwork must be signed out on an itemized inventory list found in the Current Show Binder by the artist or their agent on Exchange Days (Day to drop off work or pick up unsold work.) unless other arrangements have been made with the Gallery Director or their agent. The Featured artist often has limited art to replace her pieces. They should come back at the end of the show, to pick up the piece. Please attach the sales receipt to the back of the art, and have the patron's name and phone included. If the person lives very far away, we can make an exception. Please notify the Director. so that they can fill the spot with some other art. All work must be picked up on time. After 60 days the work becomes the property of Cambria Center for the Arts and will be sold or donated.

### **Artist Responsibility – Virtual Exhibits**

Artists are responsible for providing high-quality digital images of their work. Images are to be neatly cropped and should not include frames or mats. Photograph artwork before you put it behind glass to prevent glare and/or reflection issues.

If you are unable to upload with our system, bring in a filled-out application form, downloaded from our Call to Artist page (usually a non-juried form), and your art and we will upload it for you.

All artists must provide a Current Biography for the website, as stated above.

Artists will be contacted if a piece of theirs sells and will be responsible for coordinating delivery with the buyer unless the buyer is local.

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### **Requirements for Showing Work**

#### **Two-Dimensional and Three-Dimensional Wall-Hung Art**

No more than 4 pieces per show are allowed (unless otherwise stated in the Call for Artists). All submissions online will be included in the Virtual Gallery, but there's no guarantee that all four pieces will be accepted in the Gallery due to space limitations.

All paintings and three-dimensional pieces must be signed. All photos must be signed either on the print or mat. All work must have identification on the back or underneath in the form of an attached business card, or written information.

Paintings must be either framed, on museum-style wrapped canvas with finished sides, or on boards with finished edges.

Photos must be framed except for metal prints.

Three-dimensional wall-mounted pieces must be wired with secure fastenings and compatible with the existing gallery hanging system.

Use acrylic, not glass, for framing paintings and photographs larger than 18" x 24".

**Wiring Guidelines:** Artists must ensure the artwork can be easily hung from our hanging system. All wall-hung art must have braided picture wire, with wire ends wound and taped securely. Wire must be fastened approximately one third from the top with wire reaching not less than 3 inches from the top of art piece.

Maximum weight is 44 lbs. Artwork is not to exceed 40" in any dimension.

Three-Dimensional Floor and Pedestal Art:

No more than four pieces per show.

Floor-standing pieces must have structure to keep them upright and allow visitors and school district personnel adequate passage in the hallway.

Gallery pedestals range in size from 18" x 24" to 24" x 30" and are offered on a first-come first-serve basis. Multiple items can be placed on each pedestal. The Gallery Committee has the right to limit the number based on safety and aesthetics.

Fragile works must be placed and secured by the artist. The Gallery provides Museum paste.

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### **Cabinet & Shelf Art**

Cabinets and shelves are available for the display of jewelry and other small pieces of art. The Gallery Committee has the right to limit the number of items and change the display.

One or one-half cabinet or shelf unit per artist, depending on availability.

Each piece must be listed on the Cabinet Art Entry Form.

Each piece must be labeled with the artist's name, price, and number/designator that corresponds with entries on your entry form.

Cabinets are available on a first come first serve basis. Artists who cannot be placed in a cabinet will be added to the wait list.

The contents of the cabinets will be rotated on a regular basis. Once the items have been rotated through each cabinet, artists will be asked to remove their artwork to make room for the next artist on the wait list.

Please be sure to call the jewelry artists with their sales, so that they can come in and replace a piece.

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### **Greeting Cards**

CCA membership is required

Artists must complete the Greeting Card Entry Form and submit it to the Gallery Director before adding greeting cards to the racks.

Cards must be standard sizes that will fit in the card racks easily: nothing larger than a 5" x 7" envelope, and nothing smaller than a 4 3/8" x 5 3/4" envelope.

Cards must be professionally presented in the correct-sized plastic sleeve that closes at one end.

Assortments can be offered in a plastic see-through box that adheres to the same size constraints listed above.

Each card or card box must have a sticker listing the artist and price.

No more than 50 cards per artist may be brought in at one time.

Artists are responsible for managing their cards, including replacement when the cards are running low.

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## **Entry Fees**

Fees are paid online after submitting your work on this website or at the Gallery on exchange day, after completing the take-in form.

Non-Juried Shows:

Members – \$10 per wall-hung piece, \$5 per floor-placed piece, or \$3 per pedestal

Non-Members – \$15 per wall-hung piece, \$10 per floor-placed piece, or \$6 per pedestal

Volunteers - \$5 (Must qualify with the Gallery Committee)

Juried Shows:

Members – \$15 per wall-hung piece, \$5 per floor-placed piece, or \$3 per pedestal

Non-Members – \$30 per wall-hung piece, \$10 per floor-placed piece, or \$6 per pedestal

No discount for Volunteers for Juried Shows

Cabinet Space: Volunteers – \$10 per exhibit

\* Volunteer Discounts are given only if you are on the CCA Volunteer Roster.

Greeting Cards:

No Fee - Must be a CCA Member

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## **Sales**

Two out of every three entries for an exhibit by an individual artist must be for sale.

Monies for artwork sold will be mailed to the artist before the end of the following month.

Cambria Center for the Arts will retain 30% of the sales price as a sales commission.

If a piece sells in a virtual exhibit, the Artists will be contacted and will be responsible for coordinating delivery with the buyer, including any shipping and handling fees.

For the Small Gems Show commission drops to 25% for the Gallery.

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## **Exchange Day**

Artwork must be submitted online during the open online submission time to participate in the exhibit. If the artist is unable to upload their work, they can show up on Exchange Day for assistance.

Artwork entries must be delivered between 10:00 am and noon on Exchange Day. Online submission and Exchange Day dates can be found on our Gallery Schedule webpage linked below.

A Gallery Committee member will evaluate each piece to make sure it can be hung with our system, placed on our pedestals, or placed on our floors safely.

CCA will determine the look and layout of the show.

Artists picking up unsold work from the previous show must show up on Exchange Day as noted in the schedule or make other arrangements directly with the Gallery Director or their agent.

Artwork that is not picked up within 30 days will become the property of the Cambria Center for the Art to be sold or donated.

All artists will need to fill out a W9 form and have it on file with the CCA before checks can be sent. This can be downloaded on the Call to Artists page.

Last Updated on August 27, 2025.