

# 2022 Sugar Creek Art Center Information Packet

Index: Application | Rules | Checklist | Inventory + Label Templates

## ***Application Instructions - Please Submit an Email Including the Following information:***

**To:** [PaintingsByAnita@hotmail.com](mailto:PaintingsByAnita@hotmail.com)      **Subject:** SCAC [Exhibition Month] Application

-Artist Name

-Attachment of Filled Out Inventory Sheet\*

If you are unable to attach an inventory sheet to your email, please write out the inventory sheet items inside your email with images

\*Photographers may send a “view only” link in lieu of images on Inventory sheet

## **Frequently Asked Questions:**

-Do we charge an Application fee? No, there are no fees for applying.

-What is the Commission Rate? SCAC receives 20% of sold pieces for works \$99 and below, and 30% for works \$100 or above.

-Do we require a Bio or Artist Statement? We do not require these documents, but they are welcome if you would like to display information near your work. We do require an Inventory Sheet (with application) and Labels (upon delivery) however.

-Are Artists responsible for hanging shows? SCAC will hang the show, but help is welcome!

## ***Rules and Policies for SCAC Exhibitions***

### Artwork Readiness

Submitted 2D Pieces MUST be dry with wire attached to the back for hanging purposes. Saw tooth hangers, work without wires, or unframed works will not be accepted unless discussed with the Representative. If you wish to display a Canvas that is unframed, please submit a “detail” image of the side in your application to indicate that the edge is “Finished” ie painted to match the painting, painted with a clean solid color. Unframed Canvas DO still need to have a wire attached to the back for hanging when delivered. Special display requirements for 3D Pieces need to be listed during application process.

### Promotion

SCAC Requests the Rights to utilize provided imagery for Promotional purposes unless requested otherwise. Although we promote each Exhibition through our sources, we highly recommend that you promote the exhibition to your circles as well. If you would like to be tagged in social media posts, please share your preferred account with the coordinator of the Exhibition.

### Commision

Commision is collected on each sale at SCAC to support the Non-Profit. 20% is collected from pieces \$99 or below, and 30% is collected from pieces \$100 or above.

### Checklist

Although you will be **required** to review the Checklist Page prior to delivering accepted pieces, we recommend that you preview the Checklist Page prior to sending an Application Email as

well. This ensures that you are fully aware of the responsibilities of a Participating Artist prior to filling out your application.

Dropoff and Scheduling

Dropoff and Pickup for each exhibition will be scheduled with Artist Representative sending your acceptance email. This is typically recommended on the last weekend of prior show for dropoff, and last Saturday of the month that Exhibition is on display.

# Checklist

- Review the Policies and Rules List
- Application email has been sent **including Inventory List**. See template attached below
- Acceptance email has been reviewed.
- Respond to acceptance email with desired time for work delivery, as well as a tentative time for pickup. Requests for multiple dates of availability are welcome at this stage in order to accommodate schedule conflicts.
- Prepare for delivery: Labels have been printed twice** (One copy on the back of each work, one copy for gallery wall). See attached template for recommended label format.
- 2D Works are dry and have a wire attached to the back for hanging**. Sawtooth does not hang properly on our system. For help or instructions regarding attaching wire for hanging, you are welcome to reach out to your Acceptance Email contact.
- W9 has been filled out **OR** you are willing to fill out upon delivery.
- If you are not aware of the date, feel free to ask about the Gallery Reception time. Although you are not required to attend, Reception participation is often the best opportunity to discuss your work with viewers and to promote your work. You may request promotional materials (ie flyers, social media links) for advertising your exhibition participation to your connections in addition to our advertising efforts. We encourage the sharing of our Facebook posts, creating your own Social Media posts, tagging Sugar Creek Art Center in announcements, and the distribution of promotional material to further engage the community in the celebration of your work.
- Make a note of Sugar Creek Art Center's Open Hours. You are welcome to tour guests on these days, or request a representative to unlock for additional hours.
- Remember to confirm your Artwork Pickup time for unsold artwork or reschedule if necessary

# Artist Inventory

Artist:

Month/Year of Exhibition:

For use in Gallery, Featured Room, or Gift Shop?

Total number of Pieces:

Preferred time of Delivery:

Has my W-9 been filed with the Coordinator? Yes\_\_ No\_\_

Time of Pickup:

1. Title, Medium, Size (if listed), Price

\*Thumbnails of pieces appreciated but not required\*

2. Title, Medium, Size (if listed), Price

3. Title, Medium, Size (if listed), Price

# Label Template

PRINT TWICE - Copy #1 is to be cut + attached to the back of your pieces for delivery identification. Label sheet copy #2 is to be used for gallery wall. In lieu of printer access, handwritten copies on back of works are sufficient for copy 1, and copy 2 can be submitted electronically to the Coordinator with prior permission.

Title Artist Medium Size Price	Title Artist Medium Size Price
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