

Vegas Artists Guild

Procedures for Guild-sponsored Art Exhibits

1. A show director will be designated to be responsible for all facets of each specific art show.
2. An entry form will be filled out by each entering artist and will contain the following information:
 - a. A schedule of events giving dates and times
 - b. The artist's name and telephone number
 - c. A list and description of each piece of art submitted to include: title, medium, size, and price
 - d. A separate label for each piece of art that includes the following: artist's name, title, medium, size, and price.
3. When the art is submitted to the show, the labels will be detached from the entry form and attached to back of its respective artwork. A number will be assigned to each piece of art and will be noted on the entry form and placed on the front of each piece of art with a small sticker.
4. Nameplates will be prepared listing the entry number, artist's name, title, medium, and price. These nameplates will have glue backs and will be placed uniformly near the piece of art. The small sticker with the entry number will be removed from the front of the artwork as the nameplates are attached to the wall near the artwork.
5. A roster will be prepared listing the artists' names, artwork titles, sizes, prices, and reference numbers. Copies of this roster may be reproduced and made available to visitors to the art exhibit.
6. At the end of the show, each artist will pick up her/his artwork at the designated date and time or make arrangements for a third party to pick up the artwork. The show director will be informed of all third parties picking up artwork for other artists. The show director will store any unclaimed artwork for 30 days. If artwork has not been picked up by that time, the artwork may be disposed of.