

Halle Cultural Arts Center
P.O. Box 250
237 N. Salem St.
Apex, NC 27502

Exhibit Guidelines

Please follow these guidelines:

Art Delivery and Pickup

- The artist is responsible for timely delivery and pickup of work. Pieces delivered after the delivering date will be rejected.
- Please deliver and pick up your art work according to the dates listed in your contract.
- We must assess a fee of five dollars (\$5) per day per piece left beyond the pickup date.
- Artists must SIGN OUT all work when they pick it up.
- **Artist must bring artist contract at the time of delivery.**

Labels

- Please provide the following information for each piece that you are hanging in the exhibit and attach to the back of your art:
- Please print:
 - **Artist Name**
 - **Title of Work**
 - **Medium/Media**
 - **Price/NFS** if not for sale
- Once posted, please check the labels for accuracy.
- Paintings **MUST** be ready to hang with a hanging wire in the back.
- Labels **MUST be sent electronically following the label format document.**

Websites

- The Halle Cultural Arts Center publicizes its events online on our website (www.thehalle.org) and in the form of an email blast, distributed via email.
- Advertise the exhibit on your website as well.
 - The Halle Cultural Arts Center can email you images of the postcard and of the email blast so that you can forward it or upload it to your website to further the success of the exhibit.

Art Preparation

- All art should be ready to hang with wire hangers of some sort at the time of drop off.
- Sculptural pieces should be installed by the artist to ensure accurate depiction of the work.

Video and Digital Art

- We accept video and digital art submissions as part of a juried show, showcase gallery, or as an addition to one of our featured exhibits.
- Submissions must be in a DVD mp4 format.
- We can accommodate a digital still slide show if submitted on an SD memory card.
- We provide a DVD player for SD cards, which connects to a 37-inch monitor via HDMI cable.

Reception Attendance

- The Halle Cultural Arts Center holds an opening reception on or about the exhibit's opening date.
- All artists exhibiting work should attend the opening reception.
- The public attends openings to meet the artists and learn more about the artwork.
- It is to your advantage to "meet and greet" at this event.
- If you are unable to attend, please notify us of your absence.

Reception Food

- The Halle Cultural Arts Center provides paper goods, tablecloth, punch and ice water.
- Artists provide any food.
- Groups may secure sponsors to provide food for the reception.
- The Spotlight Gallery artist is also asked to contribute with a plate of refreshments.
 - You may set up food in the Spotlight Gallery or in the Main Gallery, whichever you prefer.

Sales

- Work sold from the exhibit will be marked with a red dot on the label.
- Work sold will remain on display through the end of the show and will then be released to the artist.
- Payment is to be handled between the artist and the buyer.
- Twenty percent commission is assessed from the artist.

Thank you for displaying your art at the Halle Cultural Arts Center and for sharing your talents with our community. We are excited to assist you, and we look forward to seeing you at future exhibits and openings throughout the year!