

KEEP A-D GUIDELINES SHEET FOR FUTURE REFERENCE

Questions?? Call KIFA Office 410-643-7424

A. GUIDELINES FOR HANGING 2-D WORK FOR ALL KIFA IN-HOUSE AND OUTSIDE SHOWS and for KIFA ONGOING CLASSROOM MEMBER GALLERY

BIN WORK/CARDS in sleeves or shrink wrapped.

FRAMES: undamaged in any way, not chipped, dented, etc.

MAT: New, clean mat correctly cut. Work should NOT BE TAPED TO THE MAT.

Work (painting, photo) correctly attached to backing material-foam core/mat board.

Painting should all be properly contained within the mat.

No tape showing front or back of work. (Masking tape NOT used with W/C)

BACK OF WORK: (all work should be identified on the back)

Clean backing if needed. NO corrugated board; use foam core or mat board.

Label or attached card secured on back with the following information:

NAME OF ARTIST, PHONE # TITLE, MEDIUM, PRICE of artwork

WIRING: (all 2-D work must be wired properly for hanging)

New wire, SECURED FIRMLY TO FRAME, 1/3 down sides of frame.

Attached to, secured directly to sides of frame.

No wire loosely twisted up along wire. Edges of wire secured at nail end.

Neither SAWTOOTH HOLDERS NOR CUT-OUT HOLDERS ON THE BACKING.

UNDER GLASS (watercolors, pastels, mixed media/collage, photography, etc)

All glass edges must be SECURED WITHIN THE FRAME.

No chipped or damaged glass.

Clean glass. Remove any remains of labels, tape, etc.

CANVAS (oil acrylic, etc) All work must be dry when brought into KIFA

Painting must be secure within the frame if canvas is framed

Unframed canvases: no blank sides, no staples showing on sides.

B. CLASSROOM MEMBER GALLERY (ONGOING SHOWS FOR MEMBERS)

MEMBER GALLERY WILL BE RUN AS SPECIFIC SHOWS

DROP-OFF and PICK-UP DATES/TIMES TO BE ANNOUNCED IN NEWSLETTER

Member work to be submitted for a two or three month period (Length of time TBA)

2-D work must be signed by artist (also signifies no copyright has been infringed)

We ask for recent work, completed within the last three years.

Art work (i.e. painting, excluding the mat, framing) is not juried.

Please follow directions for presentation of 2-D work, crafts, and sculpture.

**C. GUIDELINES: FINE CRAFT WORK SUBMISSION TO KIFA
SCULPTURE (follow Craft guidelines)**

Craft Work and sculpture to be displayed for sale at KIFA should exhibit excellence of design, craftsmanship and materials, diversity and creativity. All work must be original, made by the artist and not be made from kits or patterns. Crafts/Sculpture will rotate every 2-3 months. (Dates TBD)

TO BE DISPLAYED:

**Basketry, Ceramics, Fiber, Glass, Handmade Paper,
Jewelry, Metal, Mixed Media, Wood**

Artists should submit an *Artist's Statement* to include a description of the techniques and materials used. (People are interested in this)
All work **must** have a **price tag** and an artist's **ID/inventory #**.

D. GENERAL INFORMATION: CLASSROOM MEMBER GALLERY

.....KIFA will receive a 25% commission on your work sold. (Commissions vary depending on the location work is shown- see specific location instruction sheet for commission)

..... Work submitted to KIFA for the ongoing CLASSROOM MEMBER GALLERY is to be signed into the **Member Gallery/Boutique Binder** on the back shelf, office.

.....Fill in information on top of a blank sheet, add to binder in alphabetical order.

Your **ID** for your work is **FIRST THREE LETTERS OF YOUR LAST NAME**.

After your ID, put the number of the piece, and then fill in information for piece.

i.e. **SMI 33** (for John Smith, 33rd piece he has put in KIFA)

.....Put that information (i.e. SMI 33) on the small label. Add the PRICE you wrote in the binder. Affix label to your work. This is to identify work as yours if it is sold.

Please put all dates for these classroom member shows on your calendar!
We need your work to make our KIFA Gallery a success.