

LAAC Exhibit Guidelines

The Los Altos Art Club works with public business venues to provide display areas for the exhibit of members' work on a scheduled basis. We are fortunate to include highly visible and professional locations. Work selection, framing, hanging, deadlines, transportation and publicity are a few of the tasks that many take for granted yet are fundamental activities for the working artist. This program allows participating artists to gain exposure and experience in the professional display of their artwork.

Please note the Los Altos Art Club or the display site cannot be responsible for the loss and/or damage of any art.

Please be respectful of following guidelines that have been agreed between LAAC and our client businesses. Remember that we are their guests.

Art Requirements

- The show you hang should consist of works of a similar "series". Ideally, they are of the same medium (oil, watercolor, pastel, etc.), and of a similar subject matter and/or style.
- All art must be suitably framed
 - Gallery wrapped canvases are acceptable
 - Hanging wire should be used.
- Respect the sizing requests noted on the signup sheet (size includes the frame):
 - Small 10" to 12"
 - Medium 12" to 24"
 - Large 24" to 36"

Hanging the Show

- Hanging artist must make arrangements directly with the previous artist to schedule a time to swap out the show.
 - New show **MUST** be hung the same day the previous show is taken down.
 - Ideally, switch should be made around the same hour of the same day.
 - The venue must not be left with empty walls for more than a few hours.
- Some venues request a phone call to arrange an installation time. In restaurants, typically the best time to hang is following the noon rush. Carefully check the details on your venue listing before making arrangements to hang your show.
- Only use existing hangers on the display walls. Do not relocate hangers, add additional hangers or remove hangers.

- Remember to bring:
 - Safe stepping stool
 - Completed art identification tags & tape to hang the tags

After the Show

- Under no circumstances should you solicit venue management to buy your paintings.
- It is thoughtful to send a thank you note to the venue after you take down your show.
- Sales that result from displaying the work at one of our venues require a 10% sales commission to be forwarded to the LAAC. Please notify the Exhibits Chairperson of all sales.

Good luck, and let us know how it goes!