

Helen Arts & Heritage Center
Serving the Arts and Artists – Preserving our Heritage
25 Chattahoochee Strasse, PO Box 390, Helen, GA 30545
E-Mail - helenartshc@helenarts.org Phone [706-878-3933](tel:706-878-3933)
Website – helenarts.org

2022 Member Artist Guidelines

Welcome to the Gallery of Helen Arts & Heritage Center. Please read the following guidelines very carefully.

- 1) New artists wishing to submit art for an exhibit or place items for sale in the gallery should be in compliance with the following requirements:
 - A. Submit a membership application along with the appropriate annual membership fee.
 - B. Submit 3 pieces per medium of choice for jurying and the \$10.00 Jury for a single medium
 - C. Submit a signed Member Artist Agreement and completed Artist BIO.

- 2) Representatives of the Gallery Committee will accept work from new artist members for review on the Friday before each new exhibit's intake dates. However, if the artist would rather bring their work in earlier, they can leave their pieces along with a completed jury form(s) and the \$10 jury fee for each single medium to be juried. Contact Patricia Noell at 404-735-0260 or email at panoell@truvista.net to make sure the center is open and a volunteer is available to help out. Membership paperwork must be completed at this time as well. A representative will notify the prospective artist of the panel's decision.

- 3) The following guidelines will be used in displaying all artwork:
 - All wall pieces must be properly framed and prepared for hanging with eyehooks and picture wire of adequate strength. No saw tooth hangers will be allowed.
 - Gallery wrapped canvas 1 ½ inch edge and ¾ inch edge can be hung without framing regardless of size as long as the sides are painted
 - Stands, mats and/or bases, labeled with your name, are encouraged for 3-dimensional artwork such as pottery and glass.
 - Prints will be displayed only in browse bins. No unframed prints will be hung.
 - Jewelry must either be grouped on hanging cards or on the appropriate display stands.
 - Framed computer generated and digital artwork to include photography will be displayed in the gallery at the discretion of the gallery committee. It will be displayed at its own designated area.

Gallery Committee has the right to refuse any paintings that are deemed not acceptable for hanging.

- 4) All artwork shall be arranged for exhibit by the Gallery Committee. This includes refreshing current artwork on display, adding or removing pieces when necessary due to sales, space availability, etc; therefore, there is no set limit on the number of pieces that an artist can have on display/for sale at any given time. Artists are asked to leave their work for the duration of the exhibit, however special arrangements can be made if circumstances require.

5) Art Intake and Artist Reception dates for 2022 are as follows:

“Hearts and Snowflakes”

Intake – Sunday, 1/9/2022 from 1:00 – 4:00 pm **OR** Monday, 1/10/2022 from 12:00 – 4:00 pm
Artist Reception – Thursday, 1/13/2022 from 4:00 – 6:00 pm
Exhibit on display through Saturday, 3/12/2022

“Shades of Green”

Intake – Sunday, 3/13/2022 from 1:00 – 4:00 pm **OR** Monday, 3/14/2022 from 12:00 – 4:00 pm
Artist Reception – Thursday, 3/17/2022 from 4:00 – 6:00 pm
Exhibit on display through Saturday, 6/4/2022

“Sand and Sun”

Intake – Sunday, 6/5/2022 from 1:00 – 4:00 pm **OR** Monday, 6/6/2022 from 12:00 – 4:00 pm
Artist Reception – Thursday, 6/9/2022 from 4:00 – 6:00 pm
Exhibit on display through Saturday, 8/6/2022

“You Had Me at Pumpkin Spice”

Intake – Sunday, 8/7/2022 from 1:00 – 4:00 pm **OR** Monday, 8/8/2022 from 12:00 – 4:00 pm
Artist Reception – Thursday, 8/11/2022 from 4:00 – 6:00 pm
Exhibit on display through Saturday, 10/1/2022

“Turkeys and Reindeers”

Intake – Sunday, 10/2/2022 from 1:00 – 4:00 pm **OR** Monday, 10/3/2022 from 12:00 – 4:00 pm
Artist Reception – Thursday, 10/6/2022 from 4:00 – 6:00 pm
Exhibit on display through Saturday, 1/7/2023

Additional intake dates are available by appointment.

All intake dates and exhibit information are available on our website at www.helenarts.org

- 6) All work must be properly tagged with an HAHC provided identity card. Paintings should have two identity cards (one on the back and one in front for customer viewing.) Small labels may be used for pottery and other smaller items. Each artist will create an ID code which is unique to their artwork. ID codes should reflect the name of the artist in the form of either two letter initials OR three letter initials.
- 7) Each Artist may have one item listed as “Not For Sale” (NFS) for every three items listed “For Sale”
- 8) Each Artist submitting art for an exhibit or for sale is responsible for uploading and maintaining their inventory in the Square Point of Sale system provided by HAHC. In the event you cannot locate a piece and cannot determine if it has been sold, please notify the desk volunteer immediately so that we can

attempt to locate it for you. Also, if an item sells and it's not properly entered correctly in the Square, the artist commission will be reduced by 5%.

- 9) During each exhibit intake, it is recommended that Artists reconcile their inventory and remove items that are not submitted for the next exhibit or need to be updated. Please do not delete pieces that have sold until AFTER you have been paid. All Artists are encouraged to keep their displayed artwork up-to-date and to replace any items that sell during an exhibit. Bring in your art and leave in kitchen area between 12 and 5 and contact Patricia Noell at 404-735-0260 when you have new work to put in. If you are familiar with the Square, please input the new items and tag appropriately. If a piece of artwork has been in the gallery for a year, it MUST be replaced with newer art. The Gallery Committee will notify the Artist if this is the case and reserves the right to remove art if the Artist does not respond. Subsequently it becomes the property of HAHC; no exceptions.
- 10) Effective April 1, 2022, commission rates for artists selling their pieces is 60% for non volunteers. Artist who volunteer 5 hours at front desk, will receive 80% commission from sales. Business hours are 12 pm to 5 pm, 7 days a week. Please contact Flynn Gentry-Taylor at flynntaylor1@gmail.com if you are interested in volunteering at the front gallery desk.

2022 Gallery Committee:

Chairperson: Patricia Noell

Committee Members:

Jaymi Hampton, Gift Shop
Susan Holmes, Pottery
Suzanne Evans, Pottery
Flynn Gentry-Taylor, Volunteer Coordinator, Pottery, Paintings
Dennis Trubey, Paintings & Volunteer Training, Festivals
Missy Whitlock, Pottery
Carl Hatcher, Paintings
Linda Partington, Paintings
Linda Carter, sales person for special events

- 11) HAHC is not responsible for damaged goods or theft. Front desk volunteer should notify Pat Noell at 404-735-0260 if an item is damaged.**

