

THE HARFORD ARTISTS' ASSOCIATION, INC.

MEMBER HANDBOOK

Armory Marketplace
37 N. Main Street, Suite 104
Bel Air, MD 21014
410-420-9499

www.artinharford.org

ALL MATERIAL IN THIS HANDBOOK IS SUBJECT TO CHANGE

Revised: August 2020



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ABOUT US

The Harford Artists' Association Inc. (HAA) is a 501 (c)(3) non-profit organization dedicated to the promotion of art in Harford County. HAA was organized in 1967 and incorporated in 1970. In October 2009 our gallery was established through an agreement with the Town of Bel Air, becoming the anchor for the Town of Bel Air's Arts and Entertainment District. Our membership is open to individuals, families, students and anyone interested in supporting the arts. Our annual membership meeting is held in the spring.

The Association offers educational programs, art exhibits, workshops, art lectures, demonstrations and community outreach projects organized and executed by our active and growing membership. The Association also runs the Harford Artists Gallery, in which members can show and sell their work.

HAA has received grants from the Maryland State Arts Council, (through the Harford County Cultural Arts Board), Harford County Community & Economic Development and the Bel Air Cultural Arts Commission.

Strengthening our educational goal, HAA annually awards a scholarship(s) to a student(s) of the Fine Arts.

IMPORTANT NOTE: Members have access to our membership roster. This is a *confidential* list to be used *only* by members to individually contact other members. No member may use the list or any information maintained electronically for soliciting work, funds, other organizations or commercial reasons or any reason not authorized by Harford Artists' Association. Misuse of the member list may jeopardize The Harford Artists' Association, Inc.'s status as a non-profit organization and will result in the termination of the individual's membership. To dispose of a roster, please shred due to the confidential nature of the information in the document.

MISSION STATEMENT

Our purpose is to promote interest in and appreciation for art in Harford County; to conduct and enhance educational programs and activities in the visual arts through art lectures, demonstrations, workshops and community projects; to encourage members in expanding their artistic abilities; and to provide our members with opportunities to present their artworks for display and educational purposes.

SAFETY

If there is any sign of a break-in or any destruction, LEAVE THE PREMISES and CALL BEL AIR TOWN POLICE at (410) 638-4500.

If there is smoke or fire, DO NOT ENTER. Call 911.

The Gallery Address is Armory Marketplace, 37 North Main Street, Suite 104 (*behind the Armory*).

The Cross Street is Lee Street.

The Gallery Phone Number is (410) 420-9499.

NOTE: Should there be a public works issue at the Gallery that requires immediate attention (such as the HVAC smoking, the roof leaking badly, the front window has been broken, or so forth), PLEASE CALL THE NON-EMERGENCY POLICE LINE at (410) 638-4500. Both the HAA President and the Gallery Director must also be notified.

EMERGENCY CLOSING POLICY FOR THE GALLERY, EVENTS, AND PROGRAMS

The HAA and the Gallery follow Harford County Government and Harford County Public School Inclement Weather Policy. For inclement weather concerns, call: (410) 638-3594, (410) 638-3484, or (410) 893-3594.

The Gallery will close any time Harford County Public schools close, announce early dismissal, or suspend evening activities due to inclement weather. For weekend closures, the gallery will close if either school or Parks & Recreation activities are suspended or canceled and/or county offices are closed due to inclement weather. Furthermore, if the Harford County Emergency Services manager issues a severe weather warning via local radio, TV, or automated phone message advising individuals to stay in their homes, the gallery will close.

DONORS AND SPONSORS

All members are encouraged to donate to the Association and/or to encourage family, friends and businesses they are familiar with to donate. All donors and sponsors are recognized by Harford Artists' Association in several different ways, including a listing on the Donor/Sponsor plaque displayed in the Gallery, depending on the level of donation or sponsorship.

Sponsors are businesses or individuals who make an unrestricted financial donation for operating support of the Association and Gallery or who donate towards a specific project.

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Donors are businesses or individuals who donate money for no specific event (may be for a specific project) or just for daily business of the Association and Gallery.

Corporate or Individual Sponsor and Donor levels are:

- Platinum Donor \$1,000 - \$2,500
- Gold Donor \$500 - \$999
- Silver Donor \$100 - \$499
- Bronze Donor \$50 - \$99

MEMBERSHIP BENEFITS

- Participation in the promotion of the Association's mission.
- Exhibit and sell your art in the Gallery, Satellites and other HAA sanctioned outside locations with or without additional fees
- Association Membership meetings
- Lectures and demonstration provided by guests and members
- Use of the multi-purpose room in the Gallery
- Opportunities to serve and learn through volunteering
- Reduced fees of workshops and programs
- Social events associated with HAA and the art community
- Access to community art information
- Opportunities for group Plein Air painting
- Artist registry on the HAA website
- Encouragement, acknowledgement and publicity
- Friendship and fun

MEMBERSHIP OVERVIEW

For detailed information on membership guidelines, see Article II of the By-Laws.

Annual membership is from January 1st through December 31st

(Additional fees apply for exhibiting in the Gallery)

Membership renewal must be paid no later than January 31st.

To renew your membership, apply online, in the gallery, or send payment to:

The Harford Artists' Association, Inc.

Attn: Treasurer

37 N. Main Street, Suite 104

Bel Air, MD 21014

For questions regarding membership, contact the membership chair or any member of the Executive Board. You will receive notification when your renewal is due.

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New Member Annual Association Membership dues are as follows:

- Individual
 - Between January 1-June 30 (for current year) \$45.00
 - Between July 1-October 31 (for current year) \$25.00
 - Between November 1-December 31 (current & following year) \$45.00
- Family (spouse/partner, children age 15+)
 - Between January 1-June 30 (for current year) \$55.00
 - Between July 1-October 31 (for current year) \$30.00
 - Between November 1-December 31 (current & following year) \$55.00
- Full-time Student age 18+ \$15.00

Exhibits:

Gallery exhibits are changed every two (2) months with three (3) entries maximum per exhibit.

Gallery Exhibit Fees: (other factors may increase price.)

Yearly Exhibit Fee..... \$125 one-time annual fee (covers five exhibits)
Pay-As-You-Go Exhibit Fee..... \$10 per piece or space paid at time of entry

Maximum total number of 2D pieces or 3D spaces or combination is three per exhibit.
These fees are in addition to the annual Association membership dues.

Special Exhibit Fees:

Starving Artists Exhibit..... \$20 no limit on the number of entries submitted
(Fee included in Yearly plan)
(all art must be for sale for \$199 or less)

Annual Juried Exhibit..... Fee to be announced on entry form
Fee required by all to be juried
Open to public as well as members
(Fee is **not** included in Yearly plan)
Includes Monetary awards and ribbon awards

Satellite Exhibits..... No fee to participate
Exhibits are in local businesses

Commissions and Tax:

HAA will take a 30% commission on all sales
MD State Tax of 6% is collected and filed
No 1099's will be issued. Artists are responsible for their own income tax filings.

Change-Out:

- Gallery exhibits are changed every two (2) months.
- An email is sent to full membership announcing date, time and details for next exhibit.

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- Six exhibits total per year: five exhibits are for members only, and one exhibit is juried for public and members.
- Satellite exhibits vary in duration.
- All HAA exhibits are at the discretion of the Gallery Exhibit Committee and are governed by the instructions in this handbook for preparing artwork for exhibit.

For detailed information on membership guidelines, see Article II of the By-Laws.

ASSOCIATION MEETINGS

BOARD MEETINGS: The Executive Board (see Bylaws, Article IV, Section 2., Membership of the Board) meets once a month, usually on the second Monday of every month, at The Harford Artists' Gallery, 37 N. Main Street, Suite 104, Bel Air. The President may occasionally change the date and time of the board meeting or may call a special board meeting to address time-sensitive issues. Any HAA member is welcome to attend a Board meeting. Any issues you may wish to address can be placed on the agenda by contacting the President in advance or by discussing with one of your Members-at-Large to bring to the board. Non-Board members may participate in discussion or present reports at the discretion of the President, but may not make motions or vote. (By-Laws, Article IV).

ASSOCIATION MEMBERSHIP BUSINESS MEETING: In keeping with the Harford Artists' Association, Inc. By-Laws (Article III), a membership business meeting is held annually. Specific meeting date, location and time will be announced in advanced via email and on the HAA website calendar. Guests are welcome and there is no fee for guests or members. The business meeting will include a report on the state of the Association as well as a financial summary. In voting years, election of new officers is held at the business meeting. Should changes in the bylaws be necessary this vote will also be brought before the membership at this time. In addition, members are encouraged to voice concerns, ask questions, and share ideas. The business meeting is usually followed by a special interest program.

COMMITTEES

There are many opportunities to volunteer. The following Standing Committees have been established per the HAA By-Laws:

- Facilities and Equipment
- Publicity and Public Relations
- Gallery
- Development
- Membership
- Programs and Workshops
- Website

The chairperson of each Standing Committee shall be a voting member of the Executive Board.

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Special committees and/or sub-committees of standing committees (for example Reception and Exhibit Committees are sub-committees of the Gallery committee) may be formed as deemed necessary. Chairpersons of special and sub-committees shall not be voting members of the Executive Board, but shall be invited to attend Board meetings for informational purposes during the period of the activity of their committee functions.

If you would like specific information regarding a committee's function or member responsibility please contact the Committee Chair. Written guidelines are available detailing the purpose of each committee, the role of the chairperson, the committee members, and include budgetary worksheets. There is no need to feel uncertain as to what is expected if you volunteer for a committee. The Harford Artists' Association website (www.artinharford.org) provides information as to how subcommittees relate to Committee Chairs.

In general, committee chairpersons are responsible for oversight and organization of the committee as well as preparing an agenda for their committee's meetings and reporting committee activity to the Executive Board. Each committee must submit budget requirements for meeting their goals to the Board so that an overall budget for the HAA can be constructed and presented for approval.

Per the Harford Artists' Association Inc. BY-LAWS - ARTICLE IV, Section 4, the President is an ex-officio member of all committees, and thereby must be notified of all committee meetings.

MEMBERS-AT-LARGE

Members-at-Large are members who sit on the board to represent the interests of the general membership. Members are encouraged to share thoughts, concerns, appreciation, and etc. with these members so they can communicate these to the board. Communication with them helps them vote in your best interest.

EXPENDITURES, COMMITMENTS AND EVENTS

No member of HAA may make purchases and expect reimbursement unless the expenditures have prior approval from the board or the committee chair. In the case of authorized monetary commitments, all receipts and a record of expenditures must be collected and maintained for reimbursement submission. Attach receipts to the Reimbursement Form and file in the Treasurer's folder. The Reimbursement Form and Treasurer's folder are located at the Point of Sale file cabinet in the Gallery. A second copy of the form and receipts are to be submitted to the appropriate committee chair. An additional copy is to be filed in the "Purchases" folder in the Multi-Purpose Room file cabinet.

PLEASE NOTE: No member of HAA, including a committee chair or event coordinator, may obligate the Harford Artists' Association for any event or partnership, whether it involves a monetary commitment or not. All such suggestions must be brought before the HAA Executive Board to be voted upon.

All requests for products and/or discounts from a business must be authorized by the committee chairperson. No member may solicit products or discounts for personal use by invoking HAA.

SOCIAL GATHERINGS

The HAA may host social gatherings for members and guests throughout the year. Times and locations of the events are announced on the HAA website and through email. Though the HAA usually provides a deli platter, drinks, paper products, and utensils, members are encouraged to bring a dish and/or additional beverages to share.

VOLUNTEERING

Please keep in mind that you are part of a volunteer association. A few opportunities to volunteer are: Take a Chance on Art, Wyeth on Wyeth, Gallery receptions, Bel Air Festival for the Arts, being a coordinator for a Satellite Location, and the Standing Committees as well as hosting in the Gallery. Volunteering any amount of your time helps keep the HAA a viable member-involved association.

When you volunteer for the HAA, make sure to log your time in the binder at Point of Sale. Logging your volunteer time gives HAA a means to recognize those who volunteer frequently as well as giving HAA an accurate account of volunteer hours when applying for grants. All volunteer hours should be noted in the log, whether the hours are spent on HAA business inside or outside of the Gallery.

ARTIST PAYMENTS AND TREASURER PROCESS

All checks for payments to artists, workshop facilitators, vendors, bills, reimbursements, and so forth are typically mailed once a month. Checks in the amount of \$25.00 or less are only mailed at the end of each month.

PANEL AND TENT RENTALS

Panels and tent rentals are available to HAA Members in good standing only.

The HAA currently has the following panels and tents:

- Five (5) EZ-UP tents
- Fourteen (14) sets of two-piece racks (panels)
- Twenty-one (21) outdoor racks (panels) 37.5" wide x 72" high

Panel Fee: \$5.00 per rack (panel). Non-refundable.

Rental fee includes panel, feet, cotter pins, hooks and sleeve. Do NOT take additional hardware. Take only what is needed to set up the number of panels rented.

Tent Fee: \$25.00 per tent (sides included). Non-refundable.

An additional fee of \$50.00 plus cost of replacement parts will be charged if tent or accessories are returned damaged or missing parts. Renters must provide their own tent weights if needed.

Panel and Tent Rental Process:

1. Contact Facilities and Equipment Chairperson by email or phone before filling out the form in person at the gallery to put your name on the advanced reservation list. Notice must be made at least 48 hours in advance of the pick-up date.
2. A complete sales invoice must be filled out and payment received in advance for the rental. Note the sales invoice number on the form for pick up.
3. Coordinate with Facilities and Equipment Chairperson to make arrangements for pick up and/or drop off of rental items at the off-site storage facility.
4. Complete form at pick up and drop off and deposit form in the file cabinet at POS in the Gallery.
5. You must provide your own muscle and transportation.
6. Available on a first come first served basis.

HAA GALLERY EXHIBITS

The HAA Gallery Exhibits are two months in duration. Five non-juried exhibits are open for members only. One exhibit per year is a juried exhibit where both members and non-members submit images to be juried. (See Annual Juried Exhibit) The same artwork may not be entered in consecutive exhibits.

Gallery Exhibit Fees (other factors may increase price)

Yearly Exhibit Fee..... \$125 one-time annual fee (covers five exhibits)

Pay-As-You-Go Exhibit Fee..... \$10 per piece or space paid at time of entry

Maximum total number of 2D pieces or 3D spaces or combination is three per exhibit.

These fees are in addition to the annual Association membership dues.

Commission and Tax:

HAA will take a 30% commission on all sales

6% MD State Tax is collected on all sales

Taxes are paid to the State of MD by the treasurer

No 1099's will be issued. Artists are responsible for their own income tax filings.

SUBMITTING ARTWORK FOR GALLERY EXHIBITS

Various submitted configurations are accepted in the Gallery (maximum of 3 per exhibit):

- All 2D hanging on the wall/panel
- All 3D horizontal 12"x16" horizontal spaces
- Combination of 2D and 3D (such as two pieces hanging on the wall and one 12x16" space for 3D item)

Special submission exceptions: See Annual Juried Exhibit, Starving Artists and Satellites.

2D Artwork:

When submitting only 2D art, a member may submit a maximum of three pieces of standard-sized entries per two-month exhibit. One (1) Large or one (1) Over-sized piece may be substituted for one Standard piece with the specified additional fee.

For purposes of calculating fees and space management, 2D artwork is categorized by frame size as follows:

- Standard Longest side does not exceed 40"
- Large* Longest side is greater than 40" but does not exceed 60"
- Oversized* Longest side exceeds 60"

3D Artwork:

Entering 3D Artwork:

- 12" x 16" space (maximum of three spaces) on a horizontal surface.
- More than one small piece can be placed in 12" x 16" space.
- Exhibit committee has the authority to move the 3D artwork to best display them.
- Exhibit committee can refuse entry of pieces that are too large to display adequately or charge an additional "oversize" fee.
- Items may be submitted on display stands, but the Gallery Committee reserves the right to move or change the stand.

Unframed Art Rack:

Maximum of six pieces in the rack:

- Pay-As-You-Go exhibit fee members pay a set fee of \$35 per year to exhibit
- Yearly exhibit fee members – included in the \$125 annual fee
- No duplicates allowed
- Each piece or set must be in a clean, clear professional sleeve (no kitchen plastic wrap)

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- Complete the appropriate signed and dated Entry/Inventory Form
- Each item must contain the information noted on the “Entry Forms and Tags”
- Artist must place NEW items in the rack at Change Out every two months
- Artists must keep the Entry/Inventory Form updated at all times

Card Rack:

To display cards that will fit on the rack two (2) card widths wide:

- Pay-As-You-Go exhibit fee members pay a set fee of \$10 per year to exhibit
- Yearly exhibit fee members –included in the \$125 annual fee
- Each piece or set must be in a clean, clear professional sleeve (no kitchen plastic wrap)
- Cards may be replenished and/or refreshed at any time
- Artist must replace cards that have been on display for two months
- Complete the appropriate signed and dated Entry/Inventory Form
- Each card or set must contain the information noted on the “Entry Forms and Tags”
- Artists must keep the Entry/Inventory form updated at all times

Small Art:

To display art that is smaller than 8” x 10” and not necessarily to hang on walls:

- Pay-As-You-Go exhibit fee members pay a set fee of \$20 per year to exhibit
- Yearly exhibit fee members –included in the \$125 annual fee
- May submit up to four (4) pieces per exhibit
- Each piece must be framed and ready to display on easel (provided by Gallery)
- Artist must replace for each exhibit
- Complete the appropriate signed and dated Entry/Inventory Form

GALLERY EXHIBIT FEES

Exhibit fees are not included in the Annual Harford Artists’ Association Membership dues.

Fees specifically for exhibiting in the HAA Gallery (not locations or events outside the Gallery)

Members who Exhibit in the HAA Gallery may choose from the following plans:

- Yearly Exhibit Fee (paid once per calendar year)
- Pay-As-You-Go Exhibit Fee (paid upon entering each exhibit)

HAA Commission is 30% of the sale price whether sold in the Gallery, at a Satellite location, or any situation where your work is displayed under HAA auspices (i.e. Bel Air Festival of the Arts, etc.). This is in addition to the exhibit fee and membership dues.

Acceptance of all artwork or other material submitted for display in the Gallery will be at the discretion of the Exhibit Committee.

Yearly Exhibit Fee Plan:

The Yearly Exhibit Fee Plan is \$125.00, paid annually.

(Fee is in addition to the yearly Association Membership dues.)

Covers five bi-monthly exhibits from January 1 through December 31 of a given year.

The following are included in the Yearly Exhibit Fee Plan:

- Three (3) art display spaces per exhibit
- Two (2) card widths wide display spaces in the Card Racks
- Six (6) Unframed pieces displayed in the Art Racks
- "Starving Artist Exhibit" fee
- Small Art - Four (4) small art pieces (no larger than 8"x10" framed) per exhibit

NOTE: The Yearly Exhibit Fee Plan does NOT include the Annual Juried exhibit entry fees.

Additional fee for submission of large or oversize art

\$10 per piece for Large framed or gallery wrapped

\$20 per piece for Over-sized framed or gallery wrapped

Only one Large or Over-sized per exhibit per artist

The Yearly Exhibit Fee Plan is based on the calendar year and is not pro-rated.

Plan will go into effect on January 1 for

New members joining after October 31

Renewing members paying Yearly Fee before January 1

Pay-As-You-Go Exhibit Fee Plan:

- Fee is paid only for each entry submitted per exhibit at Change Out
- Maximum of three (3) entries
- The Starving Artists Exhibit is an exception (see "Starving Artists" fee)
- Unframed Art, Small Art Rack, and Card Rack display privileges are NOT included in the Pay-As-You-Go Plan

2D: \$10 per **Standard** sized framed or gallery wrapped.

\$20.00 per piece for **Large** framed or gallery wrapped

\$30.00 per piece for **Oversized** framed or gallery wrapped.

Only one Large or Oversized piece of art is accepted per artist per exhibit.

3D: \$10.00 for each **12" x 16"** horizontal space.

Note Card Rack: \$10.00 per year for **two (2) spaces** wide. Only two card spaces can be displayed at any one time (extras may be kept at POS to replenish when sold).

Unframed Art Rack: \$35.00 per year for six (6) pieces displayed during each exhibit.

Small 2D Art : \$20 per year for maximum of four (4) pieces displayed during each exhibit.

Not to exceed 8"x10" framed or unframed.

STARVING ARTIST JAN/FEB EXHIBIT

Exhibit fee \$20.00 (Included in Yearly Plan)

- No limit on the number of pieces of artwork entered
- All artwork is priced at \$99 or below
- Some artwork will not be hung because of the volume of entries
- Entries not hung will be displayed appropriately by the Exhibit Committee
- Only Standard sized 2D artwork is acceptable (No Large or Oversized will be accepted)
- Signed and dated Entry/Inventory Forms must be completed listing each entry submitted
- Tags (only one set) must be completed with information from the Entry/Inventory forms for all artwork submitted, both 2D and 3D. (No labels will be printed)

All entries are at the discretion of the Exhibit Committee.

ANNUAL JURIED EXHIBIT

The September/October exhibit is usually set aside for the annual juried exhibit. Invitational Entry forms with full requirements, fees and instructions are sent to membership as well as art related entities in Maryland and surrounding states.

- Entry Fees are NOT refundable. Entry fee is NOT included in the Yearly Fee Plan.
Entry does not guarantee your work will be accepted
- Premier Juried Exhibition
- Participation is open to the public and membership in Harford Artists' Association is not required
- Cash prizes and ribbons are awarded
- Submissions are juried with respect to the caliber of the work, not membership
- Notification of requirements for submission and display will be sent to interested artists
- Entrants submit digital images of their work
- Jurors review submissions and make selections for exhibit
- Artists will be notified if the jurors accepted their submission(s)
- Instructions for delivery of artwork is sent to those selected
- Artwork must meet all Gallery requirements to be exhibited
- Accepted submissions are exhibited in the gallery
- A paid, highly qualified judge selects the recipients of monetary prizes and ribbons
- Awards are presented at the opening reception
- Harford Artists' Association will take a commission of 30% on all sales
- Six (6) percent Maryland State Tax will be collected on all sales

EXHIBITS OUTSIDE OF THE GALLERY

Exhibits that occur outside of the Gallery may or may not have either an entry fee or panel rental fee. A prospectus for each exhibit will be prepared and will contain all pertinent information, including drop off and pick up dates and times.

- Exhibits outside of the Gallery are of varied duration.
- The Coordinator of exhibits outside of the Gallery will make arrangements with Host/Site Manager in regards to:
 - Delivery day and time
 - Exhibiting requirements
 - Pickup day and time
 - Purchase Procedures

NOTE: See Gallery Guidelines and Procedures for clarification of work that is not acceptable. All framing and wiring requirements for Gallery exhibits apply to exhibits outside of the Gallery.

SATELLITE EXHIBITS AND SALES

Satellite Exhibits are places to display 2D artwork in local businesses and/or offices. Please keep in mind that we are guests at the Satellite Exhibit venues. These are places of business and we must be respectful of the management’s request concerning drop-off and pick-up times as well as mindful of clients that may be in the facility at the time that we are conducting a Change-Out. As always, please be professional, patient and courteous.

HAA will receive a 30% commission and collect 6% MD State Tax on all sales. There is no additional HAA fee to exhibit in Satellite Exhibits. Most Satellite Exhibits change over every three months.

The current Satellite Exhibits are listed in the table below:

Business	Address	Coordinator
Berkshire Hathaway Realty	124 N. Main St, Bel Air	Matt Szychowski
Bel Air DPW, Planning & Zoning	705 E Churchville Rd, Bel Air	Sylvia Hutt
Bel Air Dept of Economic Development & Armory	37 N Main St, Bel Air	Amy Fix
Independent Brewing Co (IBC)	418 North Main St, Bel Air	Louanne Van Fossen
Jarrettsville Family Dental	2000 Schuster Rd, Jarrettsville	Sinikka Benson
Dr. Peggy Leary Dental	4A North Ave, Bel Air	Matt Szychowski
McFaul Senior Center	525 W McPhail Rd, Bel Air	Jonathan West
Pairings Bistro	2105 Laurel Bush Rd, Ste 108 Bel Air	Sinikka Benson/Sally Smith

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If you are unable to be present for the exchange or unable to arrange for someone else to drop-off work on your behalf, you will need to wait until the next Change-Out to participate. If you have work on display and circumstances beyond your control prevent you from picking it up at the scheduled date, please contact the exhibit coordinator to arrange for the work to be moved to the Gallery. However, this should be the exception, not the rule.

All artists participating in a satellite exhibit, upon bringing artwork to the site, need to:

- Sign out work from the previous exhibit and sign in the new artwork on the Satellite Exhibit Inventory form supplied by the Coordinator.
- Sign the Waiver at the bottom of the HAA Satellite Exhibit Inventory List.
- Tape a Satellite information card to extend below the frame on the right-hand side of the work with the following information.

Artist Name / Title / Medium / Phone Number / Price / Tax / Total



Back of frame



Front of frame

- Tags should be filled out prior to arriving for Change-Out. Tags and Satellite Exhibit Inventory Lists may be picked up in the Gallery.
- All artwork must be ready to display according to Gallery standards.

Sale of the artwork will be the sole responsibility of the Site Manager, his/her designee, or the Coordinator, and **NOT** the artist. **NO artist may remove, rearrange, or Change-Out any work at any Satellite.**

The Buyer will:

- Give the Site Manager or designated person the full total price which includes MD State Sales Tax and the tag from the art.
- Take possession of artwork after payment.

Site Manager will:

- Call the HAA Coordinator of the exhibit.

HAA Coordinator will:

- Notify the artist of the sale and arrange delivery date/time for a replacement piece.
- Record the replacement piece in the site book provided by the Coordinator and on the artists' Satellite Exhibit Inventory List and attach a new tag (provided by the artist) to the art.
- Hang the new artwork. **(The Coordinator is the only person who may move artwork. The artist may NOT do so.)**

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- Pick up payment and artwork tag from Site Manager. The coordinator is the ONLY person who may pick up funds from the Site Manager. The artist may NOT do so.
- Complete a Sales Invoice in the Gallery using the Satellite as the purchaser name. Invoices must be recorded on the sheet attached to the envelope titled Non-Gallery Income. The invoice then gets put into the envelope and the payment goes in the cash drawer.
- Any artwork left at Change-Out must be taken to the Gallery. A Satellite Art form must be completed and put in the clear holder mounted on the wall above the art storage racks in the Multi-Purpose Room.

HAA Treasurer will:

- Process the payment, file MD State Tax, deduct 30% Commission and send the artist his/her portion of the sale by the end of the month following the sale.

ARTWORK SUBJECT MATTER

Reproductions:

Reproductions of historical art (i.e., works from the Old Masters) are acceptable in the gallery as long as the following criteria are met:

- The original artist has been deceased for 70 years.
- The reproduction must carry an attribution, that is, the original title of the work and the name of the original artist on the work and on the wall label or card.

Example: Front of the painting is signed e.g. Jane Doe after Da Vinci

- If the work was painted on site at a museum, it must also carry an attribution for the museum. For example, the Louvre in Paris generally allows its paintings to be reproduced as long as the reproductions carry the following attribution: "Musee du Louvre," the title of the work, and the name of the artist.

Example 1 (painted on site): Musee du Louvre, Mona Lisa, Da Vinci

Example 2: Girl with Pearl Earring, Vermeer

Subject Matter of Display:

Works of art employing nudity to express ideals of male and female beauty and other human qualities are acceptable in the HAA Gallery. Artwork that is deemed vulgar, distasteful, sexually provocative or graphically violent (nude or otherwise) is not acceptable.

SPECIAL NOTE:

The HAA Gallery Committee has the final decision on each piece displayed in the gallery and satellite locations. This includes, but is not limited to the professionalism, quality, size and appropriateness of the work. The Committee's decision is final. The member will be notified as to why the work was not accepted.

Instructor-Led Productions:

Work created as part of a group from an instructor's reference in a class or workshop is not acceptable. An individual's original concept work done in a class is acceptable.

BI-MONTHLY EXHIBIT CHANGE-OUT GALLERY GUIDELINES AND PROCEDURES CHECKING-IN AND PICKING UP ARTWORK

WHAT IS CHANGE-OUT: A designated date and time to bring artwork to the gallery to display in a new exhibit and pick up artwork from the previous exhibit.

WHEN IS CHANGE-OUT: The Monday following the last day of an exhibit (unless notification is given of a change of day and/or time)

Every two months, artwork is taken down and new work is installed.

HOW WILL I KNOW:

An email will be sent to full membership approximately three (3) weeks before Change-Out.

THE EMAIL WILL CONTAIN:

- The date and time to bring your artwork to the gallery
- General instructions
- The “Theme” (note: you are not required to follow the theme)
- Special instructions if applicable
- Attachments of Entry/Inventory forms needed to enter your artwork

PREPARING FOR CHANGE-OUT:

- Print copies of the Entry/Inventory forms appropriate for your artwork from the email or HAA Website www.artinharford.org
- Complete all the information on the appropriate form(s)
- Sign and date the form(s)
- Prepare the artwork to be entered according to the instruction in this Handbook
- Have exhibit fees ready – Yearly Exhibit Fee artists are prepaid

FOR 2D ARTWORK

Complete all of the information on the “Gallery Exhibit Entry/Inventory Form: 2-D Art”

- Read the information at the bottom of this form, sign and date
- Complete the information on the “Gallery Exhibit Information Cards for 2D Art”
- For each 2D entry, complete two (2) information cards with the same information
- Attach one card to the hanging wire of your artwork according to instruction in the handbook “INFORMATION TAG”
- Attach the other card to the Entry/Inventory form – The wall label will be typed from this card. **CAREFULLY PRINT INFORMATION CARDS WITH THE EXACT SAME INFORMATION THAT IS ON THE ENTRY/INVENTORY FORM.** If it cannot be read, the item cannot be sold.
- Your name and telephone number should be on the back of your artwork
- **PREPARE EACH ENTRY PER INSTRUCTIONS FOR FRAMING AND MATTING IN THIS HANDBOOK**

FOR 3D ARTWORK:

Complete all of the information on the “Gallery Exhibit Entry/Inventory Form: 3-D Art form” (Do not fill in Date Out, Sales Inv.# and Initials)

- If the inventory is on the exhibitor’s custom inventory sheet, it must be attached to the official Entry/Inventory Form
- Read the information at the bottom of the form, sign and date
- Attach a tag to EACH item with the same information that is on the Entry/Inventory form
- CAREFULLY PRINT THE EXACT SAME INFORMATION THAT IS ON THE ENTRY/ INVENTORY FORM ON THE TAG ATTACHED TO EACH ITEM. If it cannot be read, the item cannot be sold.

UNFRAMED ART, SMALL ART & CARD RACK:

Complete all of the information on the “Gallery Exhibit Entry/Inventory Form: Unframed Art, Small Art & Card Rack” (Do not fill in Date Out, Sales Inv.# and Initials)

- Follow the instructions at the top of the form
- If the inventory is on the exhibitor’s custom inventory sheet, it must be attached to the official Entry Form
- Read the information at the bottom of the form, sign and date
- CAREFULLY PRINT THE EXACT SAME INFORMATION THAT IS ON THE ENTRY/INVENTORY FORM ON A TAG ATTACHED to EACH ITEM. If information is missing or cannot be read, the item cannot be sold.

ALL ENTRY FORMS, INFORMATION CARDS AND ITEM TAGS MUST BE COMPLETED BEFORE ENTERING THE GALLERY AT CHANGE-OUT.

YOU MAY NOT ENTER THE GALLERY UNTIL THE TIME DESIGNATED. THE DOORS WILL BE OPENED WHEN VOLUNTEERS HAVE COMPLETED SETTING UP.

Members should put 5-10 business cards in the file at Point of Sale to be given to interested parties.

WHAT TO DO UPON ENTERING THE GALLERY AT CHANGE-OUT

REVIEW OF NEW ARTWORK

BRINGING IN 2D ARTWORK:

- Proceed to the table with the sign REVIEW NEW ARTWORK
- Present to the volunteer:
 - New and Completed “Gallery Exhibit Entry/Inventory Form” for each Exhibit

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- Completed “Gallery Exhibit Information Cards for 2D Art” (one attached to the hanging wire)
- Place the entries on the table for review of the following:
 - Followed Member Handbook instructions
 - Condition of the frame
 - Attachment of hanging wire
 - Information Card attached to the hanging wire
 - Information is legible
 - Matting (when applicable)
 - Artist’s name and telephone number is on the back of the artwork
- A sticker is affixed to the Entry/Inventory form if all of the above have passed review
- The Artwork will be placed in an area to protect it
- Proceed to the table with the sign “CHECK IN”

BRINGING IN 3D ARTWORK:

- Proceed to the Multi-purpose room for REVIEW OF THE ARTWORK
Present to the volunteer: New and Completed “Gallery Exhibit Entry/Inventory Form” for each Exhibit
- Place the entries on the table for review of the following:
 - Is all information legible?
 - Have the Member Handbook instructions been followed?
 - Is each item listed on the Entry/Inventory Form?
 - Does each item have an information tag attached?
- The Artwork will be placed in an area to protect it
- A sticker is affixed to the Entry/Inventory form if all of the above have passed review
- Proceed to the table with the sign “CHECK IN”
- Placement in the gallery will be determined by the Exhibit Committee.

NOTE: ENTRIES ACCEPTED FOR THE ANNUAL JURIED EXHIBIT WILL HAVE THE ENTRY FORMS ON FILE. A NEW ENTRY FORM IS NOT REQUIRED FOR CHECK IN. ATTACH ONE INFORMATION TAG TO THE HANGING WIRE OR ITEM (THIS IS FOR BOTH 2D & 3D AND SHOULD BE PLACED APPROPRIATELY)

CHECK IN FOR NEW ARTWORK:

- Proceed to the table with the sign CHECK IN
- Present to the volunteer the Entry/Inventory form with a sticker attached
- Pay-As-You-Go Exhibit Fee artists pay \$10 per space entry (maximum 3 entries)
- Yearly Gallery Fee artists are prepaid
Artists may pay the \$125 Yearly Exhibit Fee at check in
- The Annual Juried Exhibit has prepaid at submission of their entries.

Each piece of artwork may be exhibited one time within three (3) exhibits (6 months) with the exception of Annual Juried Exhibit and the Starving Artist exhibits.

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Artwork will be accepted on Change-Out Day ONLY. You may designate someone to pick up previous art and/or bring your new art with the completed and signed entry form and fee if you cannot do so. They must follow full procedures in your absence.

FOR NEW MEMBERS OF THE HAA: If a new member's paper work is not filled out properly or the artwork needs attention to meet the HAA Gallery Standards, the member will be helped to meet these standards during Check In procedures. A "trouble shooter" will assist each new member at the card table at the rear of the Gallery near the Multi-Purpose Room. Extra Entry/Inventory forms and Information Tags will be available to new members. A small tool box containing wire, hooks, tools, and so forth will be available for new members to fix any artwork that does not meet the Gallery's standards for hanging.

MEMBERS WHO HAVE PARTICIPATED IN PREVIOUS EXHIBITS *are expected to come prepared.* We do not have space or resources for previously exhibiting members to complete paper work or wiring during Change-Out.

PICK UP PREVIOUS EXHIBIT'S ARTWORK:

- Artists proceed to the table with sign PICK UP ARTWORK
- Artwork and original Entry/Inventory form to be picked up will be pulled by a volunteer.
- Initial and date next to each entry you are picking up.
- Please make every effort to pick up artwork on Change-Out Day – space is limited to store art safely.
- Artwork not signed out after 15 days is subject to HAA Abandoned Art Policy.

HOW TO PREPARE 2D ARTWORK FOR EXHIBIT

FRAME:

- Choose a frame and mat to enhance the artwork
- Attach the wire to the frame with screw eyelets or, preferably, D-rings one third down from the top of the frame
- Do Not attach the wire to the artwork
- The wire should be reasonably taut and straight across
- Wire MAY NOT show above the frame when hung
- Saw-tooth hangers are NOT acceptable
- Check frames, mats and backings and make repairs to maintain a professional appearance
- Replace damaged or loose paper backing
- Work under glass must be dust free, have clean glass and have a paper backing/dust cover or a ridged backing board
- Pastels must be under glass (not Plexiglas) with spacers or matting with reverse bevel.
- Detailed wiring instructions are in the next section of this handbook.

NOTE: Metal frames with clip fasteners will NOT be accepted for display in the Gallery.

UNFRAMED GALLERY WRAPPED:

- Canvas should be 1 ¼” deep with no nails or staples showing
- Continue the image on the sides of the canvas or
- Paint the sides a solid color complimentary to the front
- Unfinished canvas edges and/or poorly finished edges are not acceptable

INFORMATION TAG (CARD):

- Print clearly Artist’s Name, Title, Price, Medium
- Print clearly if work is Giclee or Print e.g. Giclee of Oil on Board or Print of Watercolor on paper
- Check if Giclees or Prints are available
- Attach the tag with string or ribbon long enough for tag to drape over the top front and be read when hung
- Adjust the length of tag string or ribbon so that when the artwork is hung and the tag is moved to the back of the artwork, it doesn’t hang below the frame
- Tag is used to verify if information on the wall label is correct without moving the work
- Tag is moved to back of work after wall label is placed next to artwork



Attaching Information Tag (Card) to wire



Information Tag (Card) draped in front

HOW TO WIRE TWO-DIMENSIONAL ARTWORK FOR HANGING

Materials:

- Two (2) Screw Eyes or D-Rings
- Framing wire rated to support the weight of the work
- Wire cutter
- Pencil
- Ruler

1. Place the artwork face down on a flat surface while noting the top of the painting
2. From the top of the frame, measure approximately one third of the way down. Measure down both sides of the frame and mark with a pencil.

3. Insert Screw Eyes or screws in D-Rings at pencil marks. Make sure the screw eyes are fully inserted into the frame (not into the artwork or canvas) securely. Loose eyes or screws will come out when the weight of the work tugs on them. Make sure the screws are no longer than the frame is deep.
4. Thread the framing wire through the Screw Eyes or D-Rings allowing 6 to 8 inches of extra wire past the Screw Eye or D-Ring. Crimp the extra wire to fasten it to the wire through the ring and pull tightly as you wrap it around the wire. Coil it tightly (coiling the extra wire loosely may cause the wire to slip and come undone). Continue until all of the 6 to 8 inches of wire is coiled.
5. Pull the wire to the other Screw Eye or D-Ring. Thread the wire through and pull tautly straight across to the other Screw Eye or D-Ring. Crimp the wire at the Screw Eye or D-Ring to fasten and snip the wire, allowing 6 to 8 inches of extra wire length for wrapping.
6. Wrap all the extra wire around the wire in a tight coil as on the opposite side.
7. Wiring regulations do not apply to images professionally printed on aluminum.
8. **ANY piece incorrectly wired or not meeting HAA Handbook standards cannot be placed in an exhibit unless the issue is corrected before installation occurs.**



Hanging wire attached to the frame with D ring

PICKING UP ARTWORK AFTER THE CHANGE-OUT INSTRUCTIONS

Artwork that is not picked up on Change-Out Day will be stored in the Multi-Purpose Room and the Entry/Inventory form will be placed in the Plexiglas holder mounted on the wall above the art storage racks.

To pick up your artwork:

1. Take your artwork from its storage location
2. Retrieve your Entry/Inventory form from the wall holder
3. On your Entry/Inventory form, initial and date in the “picked up” space
4. Return your form to the wall holder

If there is no Entry/Inventory form in the holder, on a separate sheet of paper:

1. Write your full name, title of work and inventory number (if it applies)
2. Write “picked up”, date and sign the paper
3. Put the sheet in the wall holder

If the artwork was in a Satellite location, please fill in the Satellite form, sign and date it, and return it to the Plexiglas holder.

HAA POLICY FOR ABANDONED ART WORK

Any art work left at the Gallery or any other HAA-related exhibit fifteen (15) days after the designated pick up date will be automatically subject to the following process:

1. ***Fifteen days (15)*** past the designated pickup date, at least three attempts will be made to contact the artist. A log of unclaimed art will be maintained and each attempt to contact the artist will be documented. Within the constraints set here, the artist may pick up their work and must sign the art work out on their Entry/Inventory Form which is in the Plexiglas holder mounted on the wall above the art storage racks in the Multi-Purpose Room.
2. After two attempts to contact the artist via email, phone call or postal mail, HAA will send a certified letter return receipt requested to the last known address of the artist.
3. ***Sixty days (60)*** after the initial attempted contact, but not less than fifteen (15) days after delivery of a certified letter, the artwork will be considered abandoned and become property of the HAA.
4. HAA reserves the right to dispose of the work in any way deemed appropriate (i.e., auction, donate or sell).
5. Responsibility for following the Abandoned Art Policy steps will be by an individual appointed by the Gallery Committee Chair. This person will maintain a log of all contacts made and disposition of the Abandoned Art.
6. Extenuating circumstances regarding the pickup of artwork will be given special consideration and will be at the discretion of the Gallery Committee Chairman and/or the Executive Board.
7. By signing the exhibit entry form (whether for an in-house Gallery exhibit, Satellite, or any exhibit outside of the Gallery), all exhibiting artists agree to the terms of the Abandoned Artwork Policy.

GUIDELINES FOR GALLERY HOSTS

We no longer require hosting if you display work in a show. However, all members, with pieces in the current show or not, are encouraged to host to support the gallery. Often times there are too many visitors for one person to successfully acknowledge so the extra support is greatly appreciated.

Each time you are hosting, please pull the “Hosting Guidelines” from the Plexiglas holder mounted on the back of the Point of Sale and review the full hosting instructions.

Volunteers who host in the Gallery are acting as Docents. A docent is defined as a title given to persons who act as guides and educators for the institutions they serve, usually on a voluntary basis. The term can be used more broadly to mean “someone who promotes learning”. Our “job” while hosting in the gallery is to inform visitors of Armory Marketplace, the Visitor Center information available, and first and foremost, the workings of our Association and Gallery.

Please understand that the Point of Sale (POS) counter figuratively and literally acts as a barrier between the host and a visitor. A host should immediately stand to greet a visitor walking in the door and then walk around the point of sale counter to engage them in conversation from the other side of the POS. A friendly hello and big smile go a long way. Try to engage the visitors as much as possible, while giving them information regarding the Gallery without overwhelming them. A great way to engage visitors is to offer them a “People’s Choice Award” slip. This gets the visitor to spend more time looking at the exhibit as well as making them feel that they are part of the Gallery.

GALLERY HOSTS DURING THEIR SHIFT:

- Sign in to volunteer log book as well as bottom of Visitor’s Log.
- Tick mark the number of visitors entering.
- Walk out from behind POS and greet visitors.
- Offer People’s Choice Award slip and explain.
- All sales must be recorded on an Invoice Slip kept in top drawer of file cabinet A
- Make sure all information is recorded CLEARLY. Your initials, method of payment (whether cash, check, or credit), their information, the artist’s name of the sale item, inventory code, and a description.
- Sales must then be recorded on second page of Visitor’s Log on front counter, then the Invoice is filed in the yellow folder marked “Invoices”. (This can be done after the visitor leaves.)
- All cash and checks go into the cash box. Charge slips get stapled to the top of the invoice.
- All sales that are not Art Sales (such as memberships, workshop fees, satellite sales, tickets, etc.) must also have an invoice filled out completely. These invoices are to be recorded on the Non-Gallery Income Report sheet and the invoice is then filed in the envelope that has the Non-Gallery Income Report sheet attached. All cash and checks go into the cash box and charge slips are to be stapled to the top of the invoice.
- After visitors have left, call the artist who had a sale and let them know that they can bring in a replacement piece of art.

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- Only credit card sales are “rung up” on the tablet. Cash or check sales do not get processed through the tablet. (As of December 2019, in 2020 ALL financial transactions will be entered into POS system. Information will be provided at the time of implementation.)

The tablet on the POS counter is for Gallery business only, such as scanning and credit card sales. Please do not use the tablet for personal information.

The computer next to the copier at the POS counter is for Executive Board members ONLY!

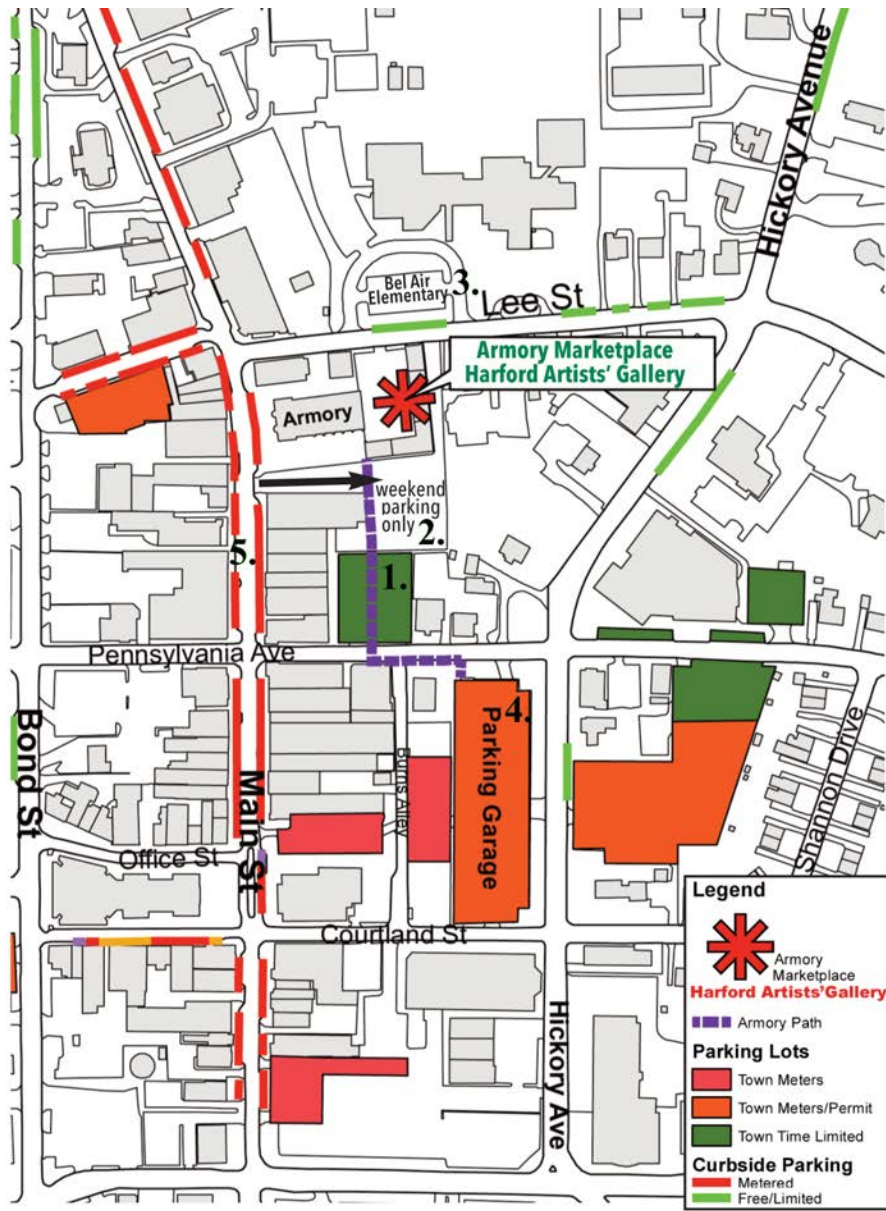
While hosting, you may bring in artwork to work on. Please set up a small table or easel from the multi-purpose room out of the way of visitor traffic. No work should be done at the POS area. Please remember **your first obligation while hosting is to the visitors in the gallery.** All artwork being done by a host should cease when a visitor walks in, and the visitor is greeted.

No liquids or food should ever be on the POS Counter Glass or the Counter against the wall. There are a lot of sensitive electronics and accidents happen. Please leave drinks on the counter against the window or in the multi-purpose room. Lunch should be eaten in the multi-purpose room out of sight of visitors.

Additional pieces of art may be brought to the Gallery and displayed for sale during hosting hours. Displays and easels are in the MPR for your use. No artwork on exhibit may be moved or rearranged to accommodate temporary work brought in. Easels or displays set up may not interfere with existing exhibit pieces. You must take your temporary artwork with you and return easels and displays to the MPR when your hosting time has ended.

TRAFFIC AND PARKING ADVISORY

1. There is a two hour parking lot off Pennsylvania Ave across from Parking Garage. Enter from Pennsylvania Avenue and use the walkway to access the Gallery.
2. Directly behind the Gallery, only during non-business hours, parking is permitted in the lot just prior to the Armory. Enter this lot from Main Street and use the walkway to access the Gallery.
3. On weekends, parking is often available at Bel Air Elementary School. Enter from Lee Street.
4. There is a large metered parking garage at Hickory and Pennsylvania Avenues.
5. Street parking is available. Parking at meters throughout Downtown Bel Air is FREE after 5:00 pm weekdays, weekends and holidays. Gallery can be accessed from Main St. by going through Ward Park on the south side of the Bel Air Armory.



REQUEST TO HOLD A WORKSHOP OR PROGRAM

Any member of Harford Artists' Association, Inc. may request to hold a workshop. In-house workshops and programs may be offered throughout the year and may touch on a cross-section of techniques, mediums and interests. Workshops are considered any hands-on activity, whereas Programs consist of demos or lectures. Workshops or Programs offered may be geared to HAA members, community members, adults, children or any combination thereof. Workshops or Programs may or may not be for pay.

There are three types of workshops:

1. Workshops that have 10 or fewer students using the multi-purpose room without moving walls.
2. Workshops that have between 11-20 students using the multi-purpose room but need to move walls.
3. Workshops that have more than 20 students that will be held outside of the gallery and require renting a space and/or paying upfront fees to an instructor. HAA Executive Board approval must be obtained before scheduling. The Workshop or Program coordinator will be responsible for contacting instructors and rental space and will coordinate with the Workshop Chair and/or HAA Board before committing.

HAA Members are invited to submit a request to host a program or workshop, keeping in mind the above three types of class sizes. Interested instructors should submit the program/workshop application to the Programs & Workshop Committee or Chair no less than five weeks prior to the desired date.

Instructors are responsible for setting up the area prior to the session and are responsible for leaving the area as they found it. The HAA will take 10% of the total registration fees of Workshops or Programs held at the Gallery for 10 or fewer students. Instructors set the registration fee that must include the 10% fee payable to HAA.

NOTE: A \$5.00 fee will be added to the instructor's charge for non-members and collected by HAA for workshops with 10 students or less.

All workshops submitted must clearly state what materials and/or tools are required for the class and whether or not the materials and/or tools for class must be purchased by participants or whether they will be provided by instructor. Instructor **MUST** include applicable information on all announcements of workshop regarding materials as stated below:

- Instructor will provide materials and/or tools for the workshop and clearly state what they are.
- There are additional fees for materials and/or tools that will be provided at workshop and clearly state what they are and the student cost.
- Materials and/or tools will be available for purchase at the class and clearly state what they are and the prices if instructor wishes to sell additional supplies for students to purchase for use at home.

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All workshops/programs will be assigned a course number by the Workshop/Program Chair. The course number will consist of the instructor's initials and date of workshop/program

Example: Instructor Jane Doe, date of class April 15

Course # JD415

The Instructor will be notified of acceptance of workshop and workshop date and be assigned a workshop course number before they can notify and advertise the workshop.

All advertising and flyers for the workshop or program will be the responsibility of the instructor, including designing and printing. Advertising may be submitted to Harford Artists' Association for social media publication.

All registrations will be mailed to the Gallery and all payments made to Harford Artists' Association.

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HARFORD ARTISTS' ASSOCIATION INSTRUCTOR'S REQUEST FOR WORKSHOP/PROGRAM FORM

Date submitted: _____

Name of Instructor:

Email: _____

Phone: _____

Members Only Workshop with no cost or fees

Fee Based Workshop/Program

Workshop Name:

Requested Date of Workshop: _____

Alternate Date: _____

Requested Time of Workshop: _____

Alternate Time: _____

Maximum Number of Students: _____

Type of Workshop:

Workshop with 10 or fewer students.

Workshop with between 11-20 students.

Workshops with more than 20 students held outside of the gallery

Charge for class (includes 10% HAA Fee):

Member Fee: _____

Non-Member Fee (+\$5) _____

Includes all material supplies/tools.

Participants must supply materials and/or tools.

Material supplies/tools will be charged additional fee or will be available for purchase.

Please email a photo of the project when submitting the application.

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APPENDIX A: BY-LAWS

This appendix is located under a separate cover.

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APPENDIX B: FORMS

Gallery Exhibit Exhibit Form

PRINT Name _____ **Phone** _____

- ✓ Bring completed entry form, information tags, fees and art work to change-out.
- ✓ All artwork must be in compliance with the exhibit requirements in the member handbook before submitting for entry.
- ✓ Exhibitors choosing to keep their entries on a custom entry sheet **MUST** supply a copy stapled behind **THIS signed and dated form**.
- ✓ **Choose dates to host if not pre-scheduled using Sign Up Genius before leaving Change-Out.**
- ✓ Make sure to fill in description, including material. Use **Work** column to indicate:

O Original
 P Print
 Ph Photo
 UF Unframed (rack)
 SA Small Art
 C Cards
 Pay-As-You-Go Fee \$ _____
 Over size Fee \$ _____
 Yearly Fee Paid (*check if applicable*)

Work Item #	Title	Description & Medium <small>(i.e., giclee of oil on masonite or sterling silver with turquois)</small>	Frame Size <small>(or NA)</small>	Price	Date In	Date Out	Inv.#	Initial

Every effort will be made in the safe handling of art work. However, HAA and its representatives will not be liable for damage, loss, theft, or destruction of accepted artwork or submitted images. It is the sole responsibility of the artist to make sure their artwork is insured. HAA hereby assumes the artist shall bear the entire responsibility for any loss, theft, damage to, or destruction of the art at any time in or on the Premises or in any HAA sponsored location outside of the Gallery. HAA reserves the right to photograph any entry for publicity purposes. Submitting to this exhibit implies agreement on the part of the artist to all listed conditions, including the HAA Policy for Abandoned Art. A complete entry form and prospectus will be emailed to you prior to each new exhibit at the gallery. Please follow the directions.

Signature _____ **Date** _____
 Please note: Unless your art work is sold, for security reasons, you may **NOT** remove your work from an exhibit except on change-out day. If there are extenuating circumstances that require you remove your work, please contact the Gallery Committee Coordinator.

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Gallery Exhibit Information Cards: 2-D Art

- ✓ Bring completed entry form, information cards, fee and art work to change-out
- ✓ Hanging wire must be attached to picture frame per Handbook Instructions
- ✓ Attach string to hanging wire with information card attached to other end of string.
Information card should drape over top of picture to be read from the front.

- ✓ Complete and cut out **two** information cards **for each piece of art work** submitted.
- ✓ Attach one card to your work and turn in the second card at check in.
The second card will be used to type the permanent exhibit card.

Choose dates to host if not pre-scheduled using Sign Up Genius before leaving Change-Out.

Name: _____	Name: _____
Title _____	Title _____
Medium _____ <i>(Note if Giclées or Prints and what original medium is)</i>	Medium _____ <i>(Note if Giclées or Prints and what original medium is)</i>
Price: _____	Price: _____
<input type="checkbox"/> Check here if prints (<i>giclees</i>) are available	<input type="checkbox"/> Check here if prints (<i>giclees</i>) are available

Name: _____	Name: _____
Title _____	Title _____
Medium _____ <i>(Note if Giclées or Prints and what original medium is)</i>	Medium _____ <i>(Note if Giclées or Prints and what original medium is)</i>
Price: _____	Price: _____
<input type="checkbox"/> Check here if prints (<i>giclees</i>) are available	<input type="checkbox"/> Check here if prints (<i>giclees</i>) are available

Name: _____	Name: _____
Title _____	Title _____
Medium _____ <i>(Note if Giclées or Prints and what original medium is)</i>	Medium _____ <i>(Note if Giclées or Prints and what original medium is)</i>
Price: _____	Price: _____
<input type="checkbox"/> Check here if prints (<i>giclees</i>) are available	<input type="checkbox"/> Check here if prints (<i>giclees</i>) are available

11/2019

PRINT Name _____ Phone _____

✓ Make sure to fill in description, including material. Use **Work** column to indicate:

Original
 Print
 Photo
 UF Unframed (rack)
 SA Small Art
 C Cards

Work Item #	Title	Description & Medium <small>(i.e., giclée of oil on masonite or sterling silver with turquoise)</small>	Frame Size <small>(or NA)</small>	Price	Date In	Date Out	Inv.#	Initial

