

Hello HAA Members, It is time to get ready for the *Cherished Moments our November/December* Gallery Exhibit. This is the time of year to bring family close and make memories, especially in this crazy year. Bring in your work that helps you cherish those memories and maybe it will find a place in someone else's heart as well.

The Change Out dates are **October 25th and 26th**. **NOTE: Drop off/pickup** procedures and times have changed to accommodate social distancing. Please use the SignUp Genius Link to choose and appointment to bring in and pick up your artwork. Appointments are available Sunday from 4-7 PM and Monday 10 AM - 6PM.

<https://www.signupgenius.com/go/10C0C48AAA72DA1F85-haachange>

**EVERYONE MUST FILL OUT AND BRING IN A NEW ENTRY FORM FOR EACH CHANGE OUT.**

THE NEW ENTRY FORMS ARE USED BY EVERYONE AND INCLUDE CARDS, UNFRAMED, SMALL ART, ETC. AND MUST INCLUDE ALL ENTERED ARTWORK EACH TIME.

- **All 2D work must be ready to hang per the instructions in the handbook**, the handbook can be accessed on the website under "Members", and have your name on the back. Each piece is to have an information card attached to a string which is attached to the wire. New exhibit forms will be used to type up the wall labels. The second information card is no longer needed.
- Each 3D piece must have a label attached with artist's name or initials, inventory # and price. The same information is to be recorded on the inventory entry form which is signed and dated. You may use your own spread sheet as long **as it is in landscape** format and attach it to your signed and dated entry form.
- Pay as You Go exhibitors please bring your exhibit fee (\$10 per entry/space) with your work and entry form. Yearly exhibitors are pre-paid.
- **New Entry** form for both 2D and 3D, please use it, for all artwork.
- Acceptance of all artwork or other material submitted for display in the Gallery will be at the discretion of the Exhibit Committee.

**For this Exhibit only** we are including small items for the Holiday Marketplace in the Gallery. Please email pictures of what you would like to be considered to [susanzanella@hotmail.com](mailto:susanzanella@hotmail.com). These items will also be brought in during change out and should be on your entry form. There is a \$10.00 per member fee, for holiday pieces (not per item) and is in addition to the normal and/or yearly fee.

**Gallery Drop Off and Pick up Procedures for October 2020 Change Out**

Please read the new procedures and protocols for Change Out due to Covid19 and social distancing requirements.

The upcoming change out will be held over two days by appointment only. This is to give those members the assurance of minimal social contact and to guarantee proper social distancing for everyone's safety.

- When you arrive for drop off/pickup be aware only 1 Member will be allowed in the gallery at a time.
- Please wait in line outside the gallery on the marked spaces on the sidewalk indicating **proper social distancing** requirements.
- **MASKS** are **REQUIRED** for ENTRY into the gallery. No mask = No entry!!! This will be strictly enforced.
- Please have your paperwork with you and completely filled out.

CHANGE OUT: **October 25<sup>th</sup> and 26<sup>th</sup>** **NOTE: Drop off/pickup** procedures and times have changed to accommodate social distancing this is for 2D and 3D artwork .

<https://www.signupgenius.com/go/10C0C48AAA72DA1F85-haachange>

- Appointment Drop off/pickup available **Sunday 25<sup>th</sup>** between 4 and 7 PM
- Appointment Drop off/pickup available **Monday 26<sup>th</sup>** <sup>between</sup> 10 AM and 6 PM

It is **very important** you pick up your artwork even if you are not participating in the new exhibit. There is **NO room** to store your artwork.

**There will be no required hosting and at this point in time we will be limiting volunteers. We will notify members as things change.**

Entry forms are attached for your convenience.

Remember, you do not have to follow the Theme ***“Cherished Moments”***. Any questions may be directed to Susan Zanella [susanzanella@hotmail.com](mailto:susanzanella@hotmail.com), 410.557.0900 or at the Gallery 410.420.9499 .