



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 VIA BOARD CONSENSUS

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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. Our gallery was established in October 2009 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 participating in or 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 exhibit and sell their work.

HAA has received grants from the Maryland State Arts Council, (through the Harford County Cultural Arts Board), Harford County Housing & Community 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 artwork 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 Manager 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 with whom they are familiar to donate. All donors and sponsors are recognized by Harford Artists' Association in several different ways, including a listing on the Donor/Sponsor plaques 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.

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 of Membership:

- Participation in the promotion of the Association's mission.
- Exhibit and sell your art in the Gallery, Satellites and other HAA sanctioned outside locations
- Association Membership meetings
- Lectures and demonstrations provided by guests and members
- Use of the multi-purpose room in the Gallery
- Opportunities to serve and learn through volunteering
- Reduced fees for 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

SOCIAL GATHERINGS

The HAA may host social gatherings for Donors, Sponsors, 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.

MEMBERSHIP OVERVIEW

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 at <https://www.artinharford.org/join-us/>, 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.

New Member Annual Association Membership dues are as follows:

- Individual
 - Paid between January 1-June 30 (for current year) \$45.00
 - Paid between July 1-October 31 (for current year) \$25.00
 - Paid between November 1-December 31 (current & following year) \$45.00
- Family
 - Paid between January 1-June 30 (for current year) \$55.00
 - Paid between July 1-October 31 (for current year) \$30.00
 - Paid between November 1-December 31 (current & following year) \$55.00
- Full-time Student \$15.00
- Lifetime Member – May be granted to those 80+ years of age and a member for over 10 years who apply gratis

Exhibits:

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

Gallery Exhibit Fees: (other factors may increase price; see “**Gallery Exhibit Fees**” section)

Yearly Exhibit Fee..... \$135 annual fee (covers five exhibits)

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

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

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

Special Exhibit Fees:

Starving Artists Exhibit..... \$20, enter up to 20 pieces of artwork
(All art must be listed as \$199 or less)

Satellite Exhibits..... No fee to participate
Only 2D exhibits are in local businesses

Commissions and Tax:

HAA will take a 30% commission on all sales, in or outside of the Gallery

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
- All entries may only be brought in at the time of each bi-monthly change out
- Six exhibits total per year
- Satellite exhibits vary in duration but are usually every three months
- 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.

ARTIST PAYMENTS AND TREASURER PROCESS

All checks for payments to artists, workshop facilitators, vendors, bills, reimbursements and so forth are made out to the Artist's legal name and address provided on their Membership Form. Payments are typically mailed by the Treasurer (member elected) once a month.

VOLUNTEERING

Please keep in mind that you are part of a volunteer association. A few opportunities to volunteer are: Take a Chance on Art; Halloween Bash; 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 the 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 in or outside of the Gallery.

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 each 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

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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 advance via email and on the HAA website calendar. Each member may bring one guest 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

The following shall be Standing Committees. The Chairpersons shall be appointed by the President or the Executive Board unless specified otherwise in the 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.

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, 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. Each committee chair is responsible for preparing a proposed budget for their committee and submitting it to the Board who, in turn, incorporates those line items into the budget. If the Board then approves the budget, each committee chair has the authority to sign off on the purchases they have earmarked in their budgets. The chairs should be responsible for keeping track of expenditures. 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.

PANEL AND TENT RENTALS

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

The HAA currently has the following panels and tents:

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

Panel Fee: \$5.00 per rack (panel) per event. 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.

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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.

ARTWORK FOR GALLERY EXHIBITS

The GALLERY EXHIBIT ENTRY FORM (hereafter referred to as the Entry Form) must be completed for each exhibit to enter artwork. You may use two or more pages, but the first page MUST be signed. Large quantities of items may be listed on custom inventory sheets, but must be attached to a signed and dated Entry Form.

Various submitted configurations are accepted in the Gallery (maximum of 3 spaces 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 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) Over-sized piece may be substituted for two Standard pieces 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"
- Oversized Longest side is greater than 40" but does not exceed 60"

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

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- 3D items over the 40" limit will be on a case-by-case basis. If approved, the oversized item will count as 2 of your allotted 3 spaces - \$10 Fee applies
- Items may be submitted on display stands, but the Gallery Committee reserves the right to move or change the stand

Unframed Art Rack:

To display unframed artwork on a shared Art Rack:

- May submit up to six (6) pieces per exhibit
- No duplicates allowed
- Each piece or set must be in a clean, clear professional sleeve (no kitchen plastic wrap)
- All unframed art must be included on the artist's Entry Form for each exhibit
- Each item must contain the information noted on the Entry Form for each exhibit, including name and price

Card Rack:

To display handmade or printed original greeting cards or sets in the card display:

- May submit up to two (2) cards or card-sets per exhibit
- Each piece or set must be in a clean, clear professional sleeve (no kitchen plastic wrap)
- All cards must be included on artist's Entry Form for each exhibit
- Each card or set must contain the information noted on the Entry Form, including name and price

Small Art:

To display art that is 2D or 3D, smaller than 8" x 10", framed or unframed, and not necessarily to hang on walls:

- Each piece must be framed and ready to display on easel (provided by Gallery)
- All small art pieces must be included on artist's Entry Form for each exhibit
- Each piece must contain the information noted on the Entry Form, including name and price

Jewelry:

To display handmade original Jewelry:

- Each piece must be ready to display on the Gallery-provided jewelry stands
- One jewelry stand counts as one 3D space
- Artists must check-out jewelry stands for use for each exhibit
- All jewelry pieces must be included on artist's Entry Form for each exhibit
- Each piece must contain the information noted on the Entry Form, including name and price

GALLERY EXHIBIT FEES

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

Fees are 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.

Artists may “restock” their paid spaces as their artwork is sold during each exhibit. Members will be notified via phone call when a piece of art is sold.

All Artists' Yearly Fee: \$135

Yearly Fee includes 5 exhibits per calendar year (excludes Starving Artists, see below)

- 3 – Exhibiting Spaces (2D or 3D; Oversized Art Fee applies, see Itemized Extras) **
- 6 – pieces in the Unframed Art Rack
- 2 – cards/sets in the Card Rack

Pay-As-You-Go Exhibiting Fees

- \$10/piece **2D Exhibiting Fee** \$10 per piece per exhibit (limit 3 exhibiting spaces) *
- \$10/space **3D Exhibiting Fee** \$10 per space per exhibit (limit 3 exhibiting spaces) **
- \$10/stand **Jewelry Artist Fee** \$10 per stand per exhibit (limit 3 stands per exhibit)

* Oversized Art Fee applies, see Itemized Extras

** 3D Items over the 40” limit will be accepted on a case-by-case basis. If approved, the oversized item will count as 2 of the 3 allotted spaces (Oversized Art Fee applies, see Itemized Extras)

Itemized Extras

- \$10 **Oversized Art Fee** (over 40”, cannot exceed 60”, will count as 2 of the 3 allotted spaces)
- \$40 **Annual Small Art Fee** (framed pieces 8x10” or smaller & small art objects)
Includes 3 pieces per exhibit, per year
- \$45 **Annual Unframed Art Rack Fee**
Includes 6 pieces in the Unframed Art Rack per exhibit, per year
- \$15 **Annual Card Rack Fee**
Includes 2 cards/sets in the Card Rack per exhibit, per year

STARVING ARTIST JAN/FEB EXHIBIT

Exhibit fee \$20.00 (not included in Yearly Plan)

- Limit of 20 pieces of artwork entered
- All artwork is priced at \$199 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)
- All submissions must be recorded on the signed and dated Entry Form
- Tags must be completed with information from the Entry Forms for all artwork submitted, both 2D and 3D. (No labels will be printed)

All entries are at the discretion of the Exhibit Committee.

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 who may be in the facility at the time that we are conducting a Change-Out. As always, please be professional, patient and courteous. **The Coordinator is the only person who may communicate with the satellite or move artwork. The artist may NOT do so.**

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.

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The HAA **Satellite Director** is Denise Carlino, HAASatelliteDirector@artinharford.org. The current Satellite Exhibits are listed in the table below:

Business	Address	Coordinator
Bel Air Dept. of Economic Development & Armory	37 North Main St, Bel Air	Jamie Covington
Independent Brewing Co (IBC)	418 North Main St, Bel Air	Louanne Van Fossen/Matt Szychowski
McFaul Senior Center	525 West McPhail Rd, Bel Air	Jonathan West
Pairings Bistro	2105 Laurel Bush Rd, Ste 108, Bel Air	Paulette Smyth/Rebecca Bove

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
- Must fill out Satellite Exhibit Entry Form and tags before arriving
- Tape a Satellite information card (available at the Gallery) 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

- 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.**

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 artist's Satellite Exhibit Inventory. 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.**)
- 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.
- Bring payment received and information tag from sale to Gallery. Gallery person working that day will record sale in POS tablet and fill out an invoice and place money collected in safe.
- All artwork not picked up at change-out for satellite must be brought to the Gallery. The entry form should be placed in clear plastic holder on wall above storage racks after calling the artist to let them know their artwork is at the Gallery.

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 "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.

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 removed, and new work is installed.

HOW WILL I KNOW:

An email will be sent to full membership approximately three (3) weeks before Change-Out. All notifications will also be on the website under Member Resources.

THE EMAIL WILL CONTAIN:

- The date and time of the Change-Out
- General instructions and special instructions, if applicable
- The “Theme” (note: you are not required to follow the theme)
- Attachment of the forms needed to enter your artwork
- A link to the Sign Up Genius, an on-line program used to reserve a time to bring in and/or pick up your artwork

PREPARING FOR CHANGE-OUT:

- Print copies of the Entry Form from the email or HAA Website www.artinharford.org. **A NEW copy MUST be submitted for each exhibit.**
- Complete all the information on the form, read the information at the bottom, sign and date. ***Do not fill in the Date Out, Sales Inv. # or Initials columns.***
- Print CAREFULLY – If it cannot be read, it cannot be sold. Wall labels are typed from Entry Forms
- Prepare the artwork to be entered according to the instruction in this Handbook
- Have exhibit fees ready – Yearly Exhibit Fee artists are prepaid
- Each piece of artwork may be exhibited one time within three (3) exhibits (once every six months) with the exception of the Starving Artist exhibit

FOR 2D ARTWORK:

- Complete the Gallery Exhibit Entry Form. Enter “O” or “G” in the Work column
- Complete the information on the Gallery Exhibit Information Card for 2D form for each entry
- Attach the card to the hanging wire of your artwork according to the instructions in the handbook
- Put your name and telephone number on the back of the artwork or attach a business card

FOR 3D ARTWORK:

- Complete the Entry Form. Place each item's inventory number in the Item column
- Enter "3D" in the Work column
- If the inventory is listed on the exhibitor's custom inventory sheet, it must be attached to the official, signed and dated Gallery Exhibit Entry Form
- Attach a tag to each item with the artist's name or initials, the inventory number and the price

FOR UNFRAMED ART RACK WORK:

- Complete the Entry Form. Enter "UF" in the Work column
- On the back of each piece of artwork, print the information entered on the Entry Form and the artist's name
- Work must be in a plastic sleeve
- No duplicates please
- Six items per exhibit
- Special fee may apply; see Gallery Exhibit Fees

FOR SMALL ART:

- Complete the Entry Form. Enter "SA" in the Work column
- Put your name and telephone number on the back of the artwork or attach a business card
- Limit of three (3) pieces per exhibit
- Hanging wire or easel are accepted
- Special fee may apply; see Gallery Exhibit Fees

FOR CARDS:

- Complete the Entry Form. Enter "C" in the Work column
- Limit of two (2) cards or sets per exhibit
- Extra cards may be stored in Point of Sale cabinet
- Special fee may apply; see Gallery Exhibit Fees

FOR JEWELRY:

- Complete the Entry Form. Enter "J" in the Work column
- Limit of three (3) jewelry stands per exhibit
- Special fee may apply; see Gallery Exhibit Fees

WHAT TO DO UPON ENTERING THE GALLERY AT CHANGE-OUT

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. Volunteers will let you know when you can come in.

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

1. Proceed to the **Incoming** table
 - Give your artwork and Entry Form to the volunteer
 - After review, the volunteer will place a sticker on your Entry Form and return it to you
2. Proceed to the next table for **Payment**
 - Give the Entry Form to the volunteer
 - Pay-As-You-Go members pay your exhibit fee
 - Yearly members are prepaid
3. Proceed to the next table to **Pick-Up** artwork from previous exhibit
 - Sign out artwork from previous exhibit by marking Date Out and Initial columns
 - Take your artwork

Please leave the building promptly so the next exhibitor may enter.

Artwork will **ONLY** be accepted on Change-Out Day. 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.

IF YOU DO NOT PICK UP YOUR ARTWORK, YOU ARE SUBJECT TO THE ABANDONED ARTWORK POLICY

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 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 the 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 Gallery 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.

PICKING UP ARTWORK AFTER THE CHANGE-OUT

Artwork that is not picked up on Change-Out Day, either in the Gallery or at a Satellite location, will be stored in the Multi-Purpose Room and the Gallery Exhibit Entry Form (or Satellite Form) will be placed in the Plexiglas holder mounted on the wall above the art storage racks.

TO PICK UP YOUR ARTWORK AFTER CHANGE-OUT:

- Take your artwork from its storage location
- Retrieve your Entry Form from the wall holder and fill in the Date Out and Initial columns
- Return your form to the wall holder and take your artwork with you

IF THERE IS NO GALLERY EXHIBIT ENTRY FORM IN THE PLEXIGLASS HOLDER:

- On a separate sheet of paper, write your full name, title of work and inventory number (if it applies) and Satellite name (if applicable)
- Write “picked up on”, date and sign the paper
- 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 Plexiglass holder.

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. Extra Gallery Exhibit Entry 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.

HOW TO PREPARE ARTWORK FOR EXHIBIT

WIRING 2D 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

- Place the artwork face down on a flat surface while noting the top of the painting
- From the top of the frame, measure approximately one quarter to one third of the way down. Measure down both sides of the frame and mark with a pencil.
- Insert Screw Eyes or screw 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.
- 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.
- Pull the wire to the other Screw Eye or D-Ring. Thread the wire through and pull **TIGHTLY STRAIGHT ACROSS** to the other Screw Eye or D-Ring. Repeat previous step.
- Wrap all the extra wire around the wire in a tight coil, as on the opposite side.
- Wiring regulations do not apply to images professionally printed on aluminum.
- **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

**DO NOT ATTACH WIRE TO THE ARTWORK
SAW-TOOTH HANGERS ARE NOT ACCEPTABLE**

GALLERY WRAPPED ARTWORK:

- No frame required
- Canvas should be at least 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

GALLERY EXHIBIT INFORMATION CARD FOR 2D ART:

- Print clearly and attach card to hanging wire with string or ribbon
- Hang card over the top of the frame to hang down the front approximately 2”
- When moved to the back, the card should not hang below the frame
- Card is used to verify that information on the wall label is correct
- Card is moved to back of the work after wall label is placed next to artwork



Attaching Information Card to wire



Information Card draped in front

EXHIBITING 3D ARTWORK:

- Attach a tag containing **Item #, Artist’s name or initials, and price** as written on the Entry Form to **each** item
- Print the information clearly
- If the information cannot be read, the work cannot be sold

GUIDELINES FOR GALLERY HOSTS

We no longer require hosting if you display work in an exhibit. However, all members, with pieces in the current exhibit 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 Plexiglass 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 into the volunteer logbook.
- Tick mark the number of visitors entering per hour.
- 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.
- All sales must be run through the tablet (including Satellite sales).
- Customers receive the yellow copy of the Invoice Slip and a printed receipt.
- 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. Printed receipt slips get stapled to the top copy (white) 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. Mark the piece sold in the inventory book with invoice number, date and your initials.

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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!

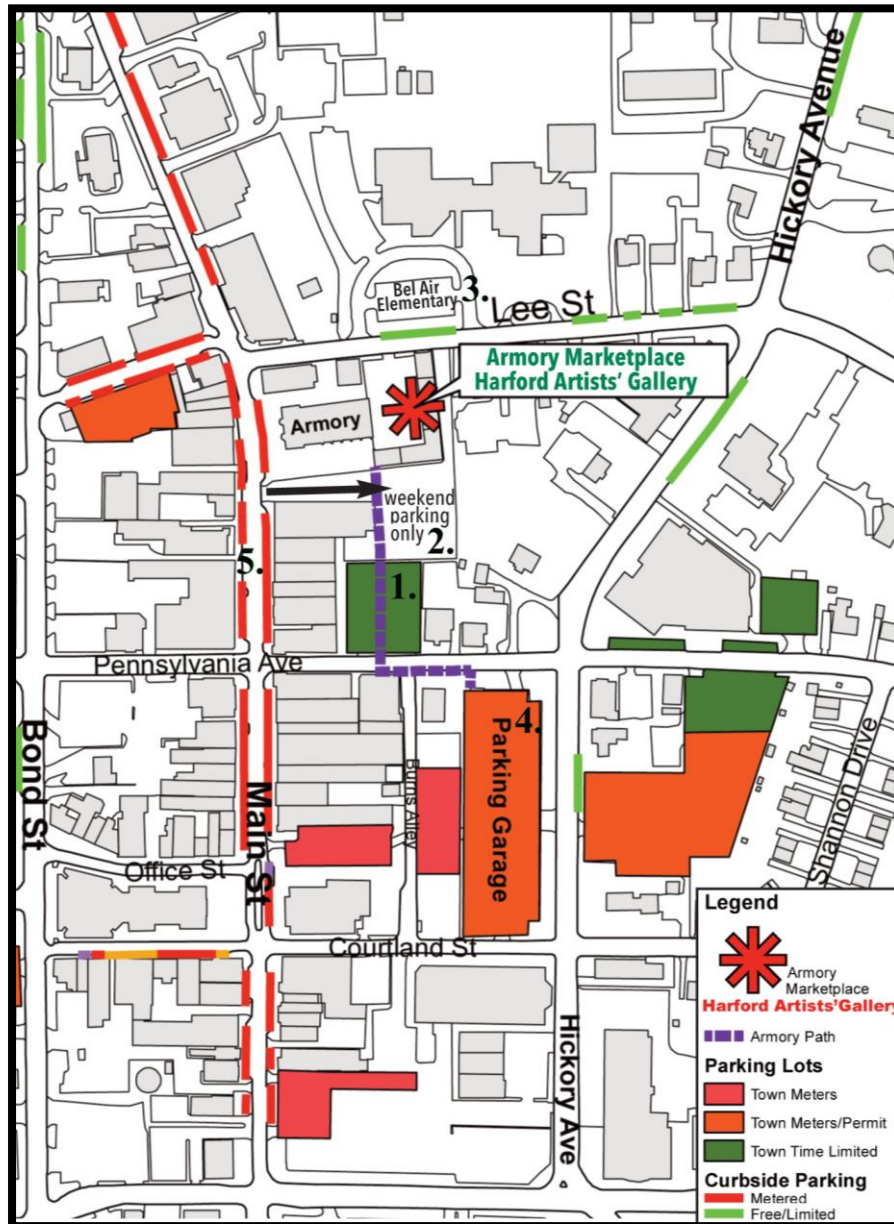
While hosting, you may bring in artwork to work on. Please set up a small table or easel from the multi-purpose room out of the way of visitor traffic. No work should be done at the POS area. Please remember **your first obligation while hosting is to the visitors in the gallery**. All artwork being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

- 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.
- 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.
- On weekends, parking is often available at Bel Air Elementary School. Enter from Lee Street.
- There is a large, metered parking garage at Hickory and Pennsylvania Avenues.
- Street parking is available. Parking at meters throughout Downtown Bel Air is FREE after 5:00 pm weekdays, weekends and holidays. The 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. Please submit all information, including a photo of the finished project, to the workshop coordinator and the Gallery, using the Workshop request form provided on our website.

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 may 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.

Once date of workshop has been approved, a flyer will be created and emailed to the instructor for approval. A link for payment will be created by HAA and will be on the flyer. After approval, the workshop will be posted to HAA's Facebook Event Page and Workshops on our Website. Instructors are expected to share social media to their own social media pages and promote the workshop themselves.

APPENDIX A: BY-LAWS

This appendix is located under a separate cover.

By-Laws are published to our HAA Website Members' Page at,
<https://www.artinharford.org/Members/>

APPENDIX B: GALLERY FORMS

All Member Forms are published to our HAA Website Members' Page at,
<https://www.artinharford.org/Members/>