

Attention ASA Artists!

The next ASA Display Change will take place on [Monday February 8th at 10:00am](#). Artwork that is in the current display must be removed and new artwork must be submitted in the studio by the end of the day and [Sunday Feb 7th](#). New art should be stacked carefully on tables or on the floor leaning against a wall in the rear of the studio with labels affixed according to the guidelines below. **Members who wish to display their work are strongly encouraged to submit new original work (prints of original work are OK but must be labeled as such) in order to keep the display fresh and current.** Art that is not removed from the current display will be placed in temporary storage (for a maximum of 3 months). **Please note, there are several pieces of art that have been left in storage by members for more than 3 months. Please contact Bill if you think you have a piece of art in storage; unclaimed art will be disposed of at the discretion of ASA.**

New for this display period:

Members can submit up to 4 pieces of wall art (up from 3). However, size limitations still apply and it is possible that we may not be able to accommodate everything that is submitted. The display committee will make the final decision on hanging day.

The Display Committee and Process:

The ASA display Committee is responsible for arrangement and display of all member art in the studio. Any member wishing to participate in the committee should contact Bill Cary [by e-mail at billcary52@gmail.com](mailto:billcary52@gmail.com) or by phone at [503-680-2707](tel:503-680-2707). We are looking for volunteers to help with the February display change – please contact Bill if you are willing and able to help. Thanks!

The Display committee has sole discretion on the placement of art in the studio; once the new display is “set” only a member of the Display committee may re-hang or otherwise move art (call Bill if you are unsure). All areas in the studio can be reconfigured as needed by the committee for display needs. Prior approval must be obtained before any additional display bins or card racks may be brought into the studio.

A piece of art that is sold may be replaced at the convenience of the selling artist with a new item, assuming the replacement piece is of similar size. If the replacement piece is of a dimension substantially different than the original item a display committee member must be contacted to arrange for re-hanging. If a piece is not replaced in a timely fashion the committee may rearrange the display to maintain studio aesthetics.

Art displayed in the prime location of the hallway between the studio and the gallery will be reserved for “sale art” only. The display committee will attempt to showcase at least one piece of art by each member with items for sale; however, if we have more art to display than space available, the committee determine which pieces will comprise the hallway display. **(**I eliminated the language we used before about establishing awaiting list if we didn't have enough space for everyone to show a piece in the hallway - in reality we have never had this come up in the last 4 years**)**

If a new member joins ASA between hangings and wishes to display their work we will do so only if there is space available in the current display, otherwise we they will have to wait until the next display change date.

Member Responsibilities:

Members must sign a hold harmless agreement before their art can be displayed – **no exceptions**. ASA is not responsible or liable for any damage, theft or any other type of loss to artwork displayed or left in the care of ASA. The form is available in the ASA Art Inventory book.

Members must pay the \$20 annual display fee along with the annual \$30 membership fee in full before their art can be displayed. This applies to all varieties of art including unframed/un-mounted art displayed in bins and racks and 3D art in display cases or on tables/pedestals.

Members must price their artwork in accordance with Artist Coop Gallery requirements. The minimum sale price for items on display is \$3.00 in whole dollars only and must be clearly and unambiguously marked on a removable label for

processing (must include artist name and price, at a minimum). Sales processed through the Artist Coop Gallery will carry a 20% commission fee.

Members must use the ASA art inventory book located on the desk in the studio to record inventory information. All wall display items require two labels, one on the reverse side of the art and one for the wall that provides clear details concerning title, medium, price and artist name. Labels are available in the ASA Art Inventory book.

Members must ensure all artwork is professionally presented. All wall art must be wired for hanging – use wire/braided wire only and ensure that the wire is not visible above the top edge of the frame when hung. No saw-tooth hangers allowed. Mats and frames must be in good condition and have a finished appearance. Unframed art in bins should be packaged in clear plastic bags. Art that does not meet these requirements will not be displayed.

Members must comply with display limits. Members may submit **no more than 4 individual pieces of wall art** with total exterior dimensions not to exceed 30"x45" - this is approximately the size of one of the smaller tabletops in the studio. This will enable all members who want to display their work to have the benefit of clear sight lines in a professional gallery setting.

The Mosaic Guild will continue to be responsible for maintaining the mosaic display on the front wall of the studio behind the instructor table. No "non-Mosaic" art will be displayed on that wall unless there are gaps in the display. In that case other art may be displayed in that area at the discretion of the display committee.

At this time there is currently no limit to the number of unframed items members may display in the shared ASA display bins and card racks. All display cases, display racks and card racks are available for use by all members. These guidelines and limits may change in the future and will be communicated to members as needed.

Members may not move any art (their own or others') once the display is "set" by the committee. Exception: Members may replace sold artwork in the display if the replacement item is of a similar size to the original sold item.

ASA Instructors:

In appreciation of the time they donate to ASA, the display fee and limits on display space will be waived for regular ASA instructors (those who have instructed ASA classes for a minimum of 3 terms in the preceding year or individuals with special recognition as long time contributors to the ASA organization). Special display areas will be maintained for these ambassadors of ASA at the discretion of the display committee.