

Summit Art Gallery at Saint Luke's East Hospital

Displaying Standards and Guidelines

*The goal of Summit Art Gallery is to adhere to the following **Summit Art Gallery at Saint Luke's East Hospital Standards and Guidelines** in order to provide and display gallery-quality work. Artwork shall be exemplary of the talent, pride and excellence of craftsmanship of each displaying Summit Art Member*

1. **Before Hanging or Removing Artwork**

PLEASE, identify yourself to the volunteer at the Information Desk as a member of Summit Art that you will be hanging or removing the number of pieces in whichever area.

2. **Before Entering into the Closet in the Gift shop to Obtain or Replace Rods**

PLEASE identify yourself to the volunteer in the Gift Shop as a member of Summit Art that you will be obtaining or replacing rods from the closet

3. **Before Removing or Adding Items in the Summit Art Corner in the Gift Shop**

PLEASE identify yourself to the volunteer in the Gift Shop as a member of Summit Art that you will be removing or adding the number of items to the area

4. ***Neither hospital staff nor volunteers are responsible for assisting with anything regarding our presence at the Summit Art Gallery at Saint Luke's East Hospital***

Member Artwork

- All artwork must be in good taste and of respectable content for a hospital
- Saint Luke's East Hospital management reserves the right to remove or relocate artwork if deemed inappropriate without Summit Art permission
- All art must be the original work of the jury-approved member
- All art must be created in the medium submitted and approved for Summit Art Membership
- Neither Saint Luke's staff nor volunteers are responsible for hanging, labeling or assisting in any way with Summit Art Gallery artists or displaying of artwork
- By displaying artwork at the Summit Art Gallery at Saint Luke's East Hospital, the artist acknowledges they are displaying at their own risk of damage or theft and neither Saint Luke's East Hospital nor the Summit Art Gallery Committee are held responsible

Displaying Artwork at the Summit Art Gallery at Saint Luke's East Hospital

- Summit Art Gallery at Saint Luke's Curator must assign locations for members before artwork is displayed
- Artwork may not be removed to show elsewhere without replacing with another piece of work
- Unauthorized hanging of artwork will be removed from the gallery
- Before displaying, member acknowledges artwork is in pristine condition and in compliance with these **Displaying Standards and Guidelines of Summit Art Gallery at Saint Luke's East Hospital**

Displaying Artwork at the Summit Art Gallery at Saint Luke's East Hospital (cont.)

- All work must be hung with wire and the back finished suitable for the medium
- Artwork is to be hung 25" from handrail
 - Use pliers to adjust rods accordingly
- Hanging rods must not be visible below artwork
- Literature boxes are available in the Gift Shop
 - Literature boxes are to be used for literature only
 - Do not place business cards in literature boxes
- Artwork should be rotated on a quarterly basis
- Neither Saint Luke's East Hospital nor the Gallery Curator and/or Committee are responsible for damaged or stolen artwork. Members display at their own risk
- Gallery Curator and/or Gallery Committee reserves the right to move artwork for best spacing
 - Inform the Saint Luke's Information Desk attendee or the Security Department of the following:
 - Your name
 - Your affiliation with Summit Art
 - Location of art to be removed or exchanged
 - Number of pieces to be removed or exchanged
- Notify the Saint Luke's East Hospital Information Desk upon leaving the premises
- Upon removing artwork, return hangers to Gift Shop.
 - Please do not leave empty hangers where artwork has been removed
 - Gallery Curator **must** be informed of artwork being permanently removed from the gallery
 - Gallery Curator maintains inventory/location of artwork for displaying members
 - The artist location list is posted on the summitart.org website under the "Members Only" tab. Password to access this information is: "samember2012"
- Each Summit Art Full Juried Member is allowed two (2) rods in the Main Hall
- Each Summit Art Full Juried Member is allowed up to three (3) additional rods assigned by the Summit Art Gallery at Saint Luke's East Hospital Curator depending on size of artwork and available space
- Total horizontal space allowed in Main Hall is 54" per two rods
- Total horizontal space allowed in Peripheral areas is 60" per 3 rods

Matting & Framing

- All work must be impeccably displayed
- No stains, yellowing, specks, spots or cuts on matting
- No cracks, chips, scratches on frames
- Artwork must have framing wire for hanging
- Wire must not be visible above artwork
- Claw hooks or eye ring screws are not allowed (opens risk of damaging walls)
- All artwork framed with glass must be fine art gallery finished on back with dust cover
- Acceptable backing is acid-free paper or poster board
- No utility cardboard is allowed for backing
- No masking tape is allowed for backing
- No cracks or scratches on glass

Labeling

- All artwork displayed at the Summit Art Gallery at Saint Luke's Hospital must be for sale.
- All artwork must be displayed using official Summit Art Gallery 3"X4" printed on white cardstock
- No other labels allowed
- No additional advertising signage allowed other than artist's bio and history or location of artwork if photography. This information must be posted to back of artwork only
- Summit Art Gallery labels are downloadable in the Members Only section on summitart.org website_or available in the gift shop cabinet below the Summit Art corner
- All labels must be legibly printed with permanent black ink or computer generated
- Only the following information is allowed on the labels:
 - Artist's name
 - Price
 - Medium
 - Original or Reproduction or Photography checked boxes
 - Website and/or email address is optional
- No other writings are allowed on the labels
 - If price changes, no strike-throughs are allow.
 - A new label reflecting the new price is required
 - No faded, discolored or damaged labels allowed
- Individual business cards are not allowed for labeling purposes
- Labels must be attached to the artwork at the bottom right corner on back of the frame
- Labels are not to be affixed to Saint Luke's walls
- All types of adhesives are strictly prohibited on Saint Luke's walls
- Artwork must also be labeled on the back
- Labels are to be examined for fading and replaced on a regular basis to insure legibility
- Artwork with improper labeling will be subject to removal from the gallery

Saint Luke's East Hospital Gift Shop

1.

***Before Entering into the Closet in the Gift shop to Obtain or Replace Rods** PLEASE identify yourself to the volunteer in the Gift Shop as a member of Summit Art that you will be obtaining or replacing rods from the closet*

2. ***2Before Removing or Adding Items in the Summit Art Corner in the Gift Shop***

PLEASE identify yourself to the volunteer in the Gift Shop as a member of Summit Art that you will be removing or adding the number of items to the are

The Summit Art Gallery at Saint Luke's East Hospital Curator and/or Gallery Committee reserves the right to move or remove artwork to meet space restrictions or overages of limit allowances

Limits allowed per Summit Art Member

- Limit of five (5) matted unframed prints no larger than 9"x12" including mat
- Limit of ten (10) cards or card packets
- Limit of six (6) three dimensional or miniature specialty wall framed items not exceeding 7"x7" are allowed, space allowing
- Limit of six (6) blown glass items, space allowing
- Limit of six (6) woodworks, space allowing
- Artwork should be rotated at least every two months
- Gift Shop management requires artwork be in keeping of the any holiday or season. Artwork remaining after the holiday or season will be removed and placed in the cabinet beneath area
- Backing on prints should be acid free
- Utility cardboard is not allowed for backing
- Items must not exceed the allocated Summit Art space in the Saint Luke's Gift Shop
- Duplicate artwork must be stored off premises and replaced as items sell
- All Gift Shop items must be labeled with official Summit Art Gift Shop labels which are smaller than the Summit Art Gallery labels. Downloadable in Members Only tab at summitart.org website. Password to access this information is: samember2012
- All Summit Art Gift Shop labels must include the following information:
 - Artist's name
 - Medium
 - Price

Summit Art Gallery at Saint Luke's East Hospital Standards and Guidelines

I have read and understand the Standards and Guidelines for displaying artwork at The Summit Art Gallery at Saint Luke's East Hospital and in the Gift Shop;

Member Printed Name

Member Signature

Date

Curator Printed Name

Curator Signature

Date