

theartleague

Bin Gallery Membership Information 2011-2012 Membership Year

Welcome! Congratulations on becoming eligible to exhibit in The Art League Bin Gallery. The Bin Gallery not only provides you with the opportunity to continuously exhibit in one of the most visited galleries in the region, but also with the chance to build a client base and sell your work. It is of the utmost importance that the work you enter into the Bin Gallery be of the same high quality and of the same media of the work you have shown in the monthly Art League shows.

Eligibility

Artists who have had artwork accepted into three juried Art League membership shows during the previous membership year (July 1, 2010 – June 30, 2011) are eligible. The semi-annual *Art In City Hall* exhibit is included in this calculation. Members are responsible for keeping track of the shows into which they have been accepted. You must continue to be accepted into three juried Art League membership shows during each membership year (July 1 – June 30) in order to renew your Bin Gallery membership in subsequent years. You must wait until the beginning (July) of the next membership year to join the Bin Gallery if you are not already a Bin member.

Dues

Annual dues for Bin Gallery membership are \$65 for all two-dimensional artists. Dues for three-dimensional artists and pastel artists (who cannot display shrink-wrapped work in the bins) are \$45. Bin dues are paid in addition to your yearly \$80 Gallery membership. Therefore, total amounts for membership are \$145 and \$125, respectively.

Framed Work for Wall Display

As a Bin Gallery member, you may bring in ONE framed work for the monthly Bin Gallery show, **during regular receiving times only**. Submissions at any other time will not be accepted. The Bin Gallery is featured for the same period as the juried membership shows. NOTE: This year, there are three months without a Bin Gallery: August, November, and February. Check your *Tidings* newsletter for details.

◆ Size & Presentation

The Bin Gallery is the perfect place for you to exhibit smaller works. Pieces may not be larger than 320 square inches (16" x 20" or any configuration of 320 square inches) *including the frame*. Works that are too large will not be displayed. Sculptors' work should be proportionate to this size. Width x height x depth must be 320 cubic inches or less. We have acquired locking cases for small sculptures. All wall pieces must be framed and ready to hang with appropriate hanging-wire securely attached to the back. The same presentation standards for monthly juried exhibits apply to the Bin Gallery.

◆ **Entry**

1. Entry is permitted during receiving only. Check *Tidings* and the Gallery calendar for receiving dates.
2. There will be a table set up in the Bin Gallery with the sign-in sheet, labels, and pens.(Printable pdf Bin Gallery wall labels can be downloaded from our website)
3. Create a label listing your name and phone number, the current month and year, and the title, medium, and price of the work you are entering.
4. Transfer this information to the Bin Gallery sign-in sheet on the table by finding your name in the alphabetical list. *DO NOT sign your piece in the Bin Gallery inventory binders. These binders are used to record shrink-wrapped pieces ONLY.*
5. Once you've signed your piece in, place it against the long wall under the signs reading "BIN GALLERY ONLY"

NOTE: You absolutely must sign your work in. We will offer one "by" opportunity; after that, if your work is not signed in, it will not be displayed. Not signing your work in creates extra work for gallery staff and volunteers during the already hectic time of show installation.

◆ **Price Changes**

Price changes are not permitted once pieces have been entered.

Unframed Work for Bins

Works suitable for the bins include works on paper, panel and un-stretched canvases. Pastel works are not suitable for the Bins. Clients often see works on the wall and want to see more works by the same artist, and we refer them to the Bins. It is beneficial to you that your Bin work is reflective of the work that you are currently exhibiting.

◆ **Specifications**

Artists may display a maximum of 5 unframed pieces in the Bins at a time. These pieces may remain in the Bins for up to six months before they must be removed and replaced with new works, if they don't sell. You may not enter the same pieces consecutively. It is each artist's responsibility to monitor the condition of your Bin work (i.e., the condition of the shrink wrap, make sure your artwork hasn't fallen out of the mat, etc.).

The Gallery Staff monitors the Bins monthly and will remove pieces that are damaged, outdated, or labeled incorrectly. If a work is pulled, we will send a postcard to notify you. Your piece will be stored in the closet, and we request that you retrieve it promptly. Works left in the closet for six months become the property of The Art League without notice. Works from the Bins that are sold can be replaced with new work. We will notify you of any sales so you can replace your work immediately.

◆ **Submitting Work**

All Bin pieces must be signed in on your personal Bin Inventory sheet, which is filed alphabetically in the binders on the Bin Gallery bookshelf. *If you are adding work to*

the Bins, submit your completed Bin Inventory sheet to the Gallery desk. Please print and write legibly to ensure price and title accuracy. Any other changes you make to the sheet are for your own records and do not need to be submitted to Gallery staff. This includes pieces you remove or have sold. In these instances, simply re-file your sheet in the binder.

We no longer record sales on the bin sheets. All Bin pieces are entered into our database so that we have a complete inventory of work on hand at all times. All sales are recorded in the database.

◆ **Dimensions**

Currently, our Small Bins hold works no larger than 16" x 18" (including mat), the Medium Bins hold works no larger than 25" x 29" (including mat), and the Large Bin holds works no larger than 38" x 45" (including mat).

◆ **Matting/Backing**

All bin work must be matted. All work must be backed with acid-free foam core, with neatly cut edges. NO CARDBOARD BACKING, EVER.

◆ **Presentation/Labeling**

We want to sell your artwork! Each piece must be neatly presented. This includes the artwork itself, the mat, backing, and packaging. Please follow the attached directions for attaching labels to bin pieces. You may use the labels provided by the gallery or create your own. We discourage artists from putting personal contact information on the back of the work; however, website information is a great way to refer clients to additional work. PLEASE WRITE LEGIBLY ON YOUR ENTRY FORMS AND LABELS OR PRINT THEM ON A COMPUTER IN ORDER TO AVOID CONFUSION, ESPECIALLY WITH PRICES. You can download Bin Labels on our website:

www.theartleague.org/content_pages/view/25

◆ **Shrink Wrap**

All Bin pieces must be shrink-wrapped or in an acrylic, clear plastic envelope and free of any kind of tape. For a small fee, The Art League Store provides the service of shrink-wrapping bin pieces (price list attached). If you use the Store service, complete your labels and take the work to the store to be shrink-wrapped. The Store staff will bring the pieces to the Gallery when finished, but you are responsible for completing your inventory sheet and submitting it to the Gallery staff. Shrink-wrapping is done every Friday.

◆ **Missing Work**

Visitors often shift pieces into the wrong bins as they shop. Before reporting a missing piece to the desk, please look through every single bin and search again the next time you are in. Very rarely do pieces go missing, and it is most often the case that the Bins must be searched more thoroughly. If you go a full month without finding your piece, then please request help from the gallery staff. We have installed a security camera in order to monitor the Bin Gallery more closely. The Art League is not responsible for theft or damage of your artwork. We try our best to keep it safe!

Sales

Bin Gallery sales are handled in the same fashion as sales from monthly juried shows. The Art League receives a 40% commission on all sales. You will be notified in the event of a sale. If a framed piece is sold, you may bring in a replacement for the remainder of the month; Gallery staff will assist with sign-in. When shrink-wrapped pieces are sold, you may replace them; be sure to sign them in on your Bin Inventory sheet and bring your sheet to the Gallery staff.

Resumes

Collectors often request resumes and artist's statements. They want information about the artist whose work they have purchased. Every Bin Gallery member must have a current resume on file with us. It can be a brief one-paragraph bio or a one page artist resume. E-mail your resume to Rose O'Donnell at roseo@theartleague.org or Megan Fox at meganf@theartleague.org.

Web Presence

Beginning this year, the Bin Gallery will have an interactive presence on the Art League's website, in the form of a directory of current members. Works submitted do not necessarily have to be the same as those that are in the Gallery. All work must be for sale; sale of these works must be handled through the Art League Gallery and the 40% commission rate applies.

Deadline for submission is August 1, 2011.

Submit the following materials to Megan Fox at meganf@theartleague.org:

- ◆ Up to **five images** (having your work professionally photographed is not required, but certainly preferred and encouraged).
- ◆ Name each image file as follows: Artist Last Name – Title.jpg (ex. Hopper – Nighthawks.jpg)
- ◆ A short **artist's statement or resume** – one page or less! Most importantly, if you have a website that we can link to, include that.

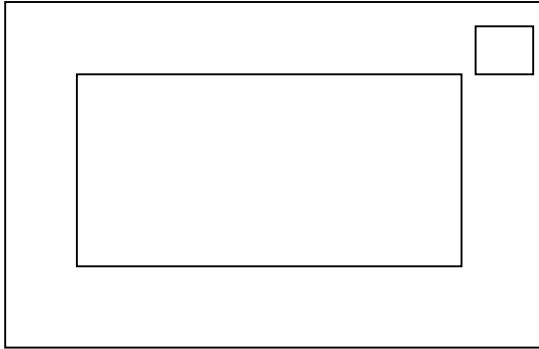
BIN LABEL "HOW-TO"

(For unframed, shrink-wrapped pieces)

Please use removable labels, available in Bin Gallery bookcase.

FRONT LABEL:

- Place on the upper right-hand corner, on top of shrink-wrap.



Front Label:

Date_____	
Name_____	
Title_____	
Medium_____	Price_____

A typeable PDF of Bin Gallery labels is available on The Art League's website:
http://www.theartleague.org/content_pages/view/25