

MFA General Exhibit Guidelines

The MFA strives to provide a professional exhibition space and urges artists to present their artwork professionally as well. The work must conform to the following standards unless otherwise stated for a particular exhibition. Artwork will not be installed if improperly presented or misrepresentative.

The work

- Work must be original in concept and design and created by the artist. No commercially produced or reproduced artwork will be accepted.
- Except for photography, no work produced in multiple quantities is accepted, unless produced from original means by the artist's hand and not existing in another medium. Editions should be signed and numbered.
- Photographic prints not made directly by the artist shall have been analog or digitally processed by **the artist**, and the artist shall be in control of any adjustments such as cropping, color balance, contrast, etc., through to the final printing.

Presentation

- Two-dimensional work must be suitably framed (clip frames not allowed) and under glass or Plexiglas when appropriate (Plexiglas must be on work over 24"x30"). Completed work cannot exceed 72" in any one direction unless specified for a particular exhibition.
- Artwork which is intentionally unframed, such as stretched canvas, must have well-finished painted edges. Edges cannot be taped. Mats, if used, must be well cut and clean.
- All wall and suspended work must be equipped with a secure wire hanging system.

Delivery and Installation

- All work must be equipped for safe installation; gallery personnel will determine safety.
- Works considered to be too fragile for handling by gallery personnel will not be accepted.
- The MFA does not supply framing, hardware or wire. Artwork or display materials to be directly affixed to the wall must have gallery approval.
- Matted work, when allowed, must be firmly backed and shrink-wrapped or enclosed in an art-quality plastic sleeve. Sticky tape on closures is not acceptable.
- Paintings must be dry.
- When two- or three-dimensional work is unusually heavy or difficult to handle, timely assistance may be required of the artist. Prior notice must be given to ensure gallery floor or wall can bear weight load. Three-dimensional work must fit through a standard single door.
- The Gallery has limited numbers of display materials for 3-D work—consult with gallery prior to installation. The artist is responsible for special security of artwork, such as jewelry.
- Artists whose works require electrical outlets or other special considerations

should consult with gallery prior to application.

- All work delivered to the gallery must have the following information affixed to the non-viewing side of artwork:
 - Your name
 - Address, phone number and email,
 - Title of the work, medium and price. Be specific with medium descriptions (e.g., oil on hardboard or canvas, not oil; chromogenic print, or archival ink jet print, not photography or digital print; oil pastel on paper, not pastel; etc.)

Sales

- The MFA will retain 30% from all sales.
- The sale of artwork is taxable, and all sales tax processing will be handled by the MFA.
- Sold artwork requiring shipment will be handled by the MFA with costs collected from buyer.
- The MFA requests but cannot require that artists donate 20% from any sale made through a direct referral from the MFA within three months. All donations are used to help defray operating costs of the Maryland Federation of Art and are tax-deductible by the artists to the full extent of the law.

Pickup and Storage

- When the exhibit ends, you may pick up your work no earlier than 3:00 pm on the closing day of the exhibit.
- You must pick up your work within 48 hours of the closing day of the exhibit or notify the gallery if you will be late.
- Unless previous arrangements have been made, work placed in storage after announced pickup dates will be subject to a fine of \$10.00 per piece per week. Work left in storage longer than two (2) weeks shall become MFA property and may be disposed of or used for fundraising purposes. There are no exceptions.

Liability

All work will be handled with care, but pieces submitted for exhibition are at the artist's risk. In the event of damage or theft, the MFA will not be held liable. Insurance, if desired, must be carried by the artist.