

PAS Art Exhibit Specifications

Digital Photo File for Publicity

- *Exhibiting artists* will be asked to provide a photo in JPEG format of their representative artwork for publicity purposes. Images may be posted on the PAS website, newsletter, social media pages and used in promotional flyers/posters. Notices are sent to the Sandoval Signpost and various local publications *Please note:*
 - Additional promotion is up to you. Feel free to send out invitations or announcements to your patrons and friends.
- Photo file specifications:
 - Photos may be used in flyers, newspapers and digital sources must be at least 1,000 pixels both directions, 300 dpi and less than 10 MB.
- Only JPEG files will be used.
- File should be labeled with **artist name** and **title of work**.
- The PAS VA coordinator will request the digital photo from you at a later date.

Art Sales/Disclaimer Form

- Artists are required to complete an art sales/disclaimer form. This form will be sent to you by the PAS VA art coordinator. Form includes artist name, phone, mailing address, email address, title of work, medium, size and price.
- The first 2 columns of the form will be initialed by the artist at installation and removal.
- The Art Sales/Disclaimer form must be signed and submitted to the PAS VA Committee on **installation day** with artwork.

Display/Framing Specifications

- **3D/sculpture/freestanding artwork:**
 - Artists submitting 3D art are responsible for providing their own display equipment (e.g. pedestals, easels, specialty framing).
 - Artwork must be compatible with the **Walker** display system to avoid damage to the work or injury to visitors.
- **Framed Artwork:**
 - D-hooks or eyelet screws must be secured onto the frame
 - Place hooks 1/3 down from the top of frame.
 - **Wire:**
 - Strong picture-hanging wire is required.
 - The ends of the wire should extend 1.5 – 2” beyond the hooks and then wrapped around the main wire.
 - The center of the wire, when pulled up, should reach no more than 2” below the top of the frame.
 - **Tag on the back of each art piece:**
 - Artists must place a label including the title and the artist’s name on the back of each piece.

Artwork Wall Labels

- All artists are responsible for providing descriptions of their work.
- PAS art labels are given to each artist on the day of the installation.
- Each label needs the following information:
 - “Title”
 - Artist
 - Medium (Pastel, Mixed media, etc)
 - Price

Installation and removal

Installations and Removals are scheduled by the PAS VA Committee, generally on Fridays. If you have a conflict with any of the scheduled dates or times, please contact the Exhibit Coordinator ASAP.

- During the installation:
 - Artists must verify, sign and date a completed Art Sales/Disclaimer Form provided by the PAS VA Committee.
 - Artists must initial the Art Sales/Disclaimer form for each piece installed.
- At removal:
 - Artists must initial the Art Sales/Disclaimer Form for each piece removed.
 - Be prompt to pick up your work on your removal date.

Sales

- All displayed artwork must be available for purchase.
- Artwork and purchase prices are binding at time of installation.
- The contact details from your **Art Sales/Disclaimer Form** are used for payments to artists.