

## **SPRING AT CAPTAIN WHITE HOUSE GUIDELINES**

Alamance Arts will host an Alamance Artisans Guild (AAG) live show at the Captain White House in Graham, North Carolina, on May 13-June 25, 2022. The show will include 2-D and 3-D works and can include items that are not for sale.

Works must be delivered to the Captain White House May 2-6 between 9 am and 5 pm. Please be sure to sign in your pieces and confirm that your information is correct upon arrival. Works must be picked up at the Captain White House June 27-29, 2022, between 9 am and 5 pm.

Alamance Arts will host an opening reception and will send invitations to Alamance Arts members, special guests, and artists' personal guest lists. (See 7k below.)

Alamance Arts will manage the sales of all items. Sales tax will be charged. Alamance Arts will receive a 30% commission.

Commissioned pieces generated by the exhibit are subject to the 30% commission.

### **HOW TO ENTER - PLEASE READ ALL CAREFULLY:**

1. Participant must be a paid 2022 AAG member.
2. Pieces entered should be family friendly.
3. The agreement below and all required images and documents must be submitted **no later than MARCH 20, 2022**, to Carolyn Langley via email at Carolyn\_Langley@ncsu.edu, or by mail at 1833 Basin Creek Rd., Burlington, NC 27217.
4. Each member may submit two pieces to be exhibited. At least one piece will be shown. The final number of pieces each artist exhibits will depend on the number of members who sign up for the show and how large the pieces are.
5. All work must be solely created by you. **Please be sure you own the copyright and have not used any source material that you do not own or is not legally available to you.**
6. A list of entries containing the information below along with an image of each item must be submitted in one email (please DO NOT SEND SEPARATE EMAILS) to Carolyn\_Langley@ncsu.edu **no later than MARCH 20, 2022**.
7. Information needed for each entry:
  - a. Artwork title
  - b. Medium
  - c. Sale price or NFS. (If Not For Sale please indicate a value for insurance purposes.)
  - d. Size: dimensions of the actual artwork including mat and frame if applicable.
  - e. Artist name
  - f. Artist phone and email address
  - g. If available, Facebook and/or website information
  - h. Current resume
  - i. Artist statement

- j. Ten artist business cards
- k. An invitation list of 5 to 10 people for opening reception with full address including zip code.

## ADDITIONAL INFORMATION

Works must be display ready. 2-D works must be framed and wired and ready to hang. 3-D works must be delivered with whatever support is used to display them.

Artists may not substitute another work, change the sale price from that submitted, or withdraw submitted artwork before the close of the exhibition.

The artwork may not be submitted to other venues before June 26.

## IMAGES

If you need help with photography, please email [Carolyn\\_Langley@ncsu.edu](mailto:Carolyn_Langley@ncsu.edu) ASAP to make arrangements for such help.

Artists must submit a digital image of each entry they will offer for the exhibit.

## DIGITAL IMAGE REQUIREMENTS:

1. Entries must be in .jpg format.
2. Send all photos via email to [Carolyn\\_Langley@ncsu.edu](mailto:Carolyn_Langley@ncsu.edu). Do **not** send via a shared link to a Google drive or send via a text message.
3. The total size of the image should be less than 1 MB.
4. Image size should be at least 7" on the short side.
5. Resolution should be 300 dpi.
6. No digital enhancements are allowed. Image should reflect the actual artwork as closely as possible.
7. Take photos using filtered natural light, as a flash may be too harsh.
8. If 2-D, the photograph of your artwork must be of the unframed, unmatted image. Do not photograph paintings that are already under glass. Remove the painting and then photograph. **Please DO NOT include the frame in your photograph.**
9. If 3-D or wearable, the photo should show that which best depicts the work.
10. Orient the image correctly horizontally or vertically.
11. PLEASE use the following file name format:  
Firstname\_Lastname\_Title\_of\_Piece\_1.jpg, (priority 1);  
Firstname\_Lastname\_Title\_of\_Piece\_2.jpg, (priority 2)  
(example: Carolyn\_Langley\_Garden\_Wren\_1.jpg, Carolyn\_Langley\_My\_House\_2.jpg)

## ADDITIONAL IMPORTANT THINGS TO CONSIDER:

### Copyright issues

Remember, it is always best to use your own ideas, your own source materials, and source photos taken by you! We are especially concerned about copyright infringement if you use source materials that are not legally yours. Be doubly sure any source you use is legal. Any source published or printed in any form, including photos and ideas taken from the Internet, even TV shows and movies, could result in a claim of copyright infringement against you! Photos taken by other people - relatives, friends, Facebook friends - should not be used unless you have their specific approval, preferably written approval. Be absolutely certain any material taken from the Internet is in the Public Domain. AAG will not be legally responsible for any violations of copyright laws.

### Some suggestions on how to publicize the exhibition

Use as many forms of social media as possible. Facebook and Instagram are just a couple of suggested ways. Email your friends, giving them a link to see the entire exhibition online. Be sure to let them know what you have entered. Let your family and friends know about the exhibition.

### QUESTIONS??

Please contact Carolyn Langley at [Carolyn\\_Langley@ncsu.edu](mailto:Carolyn_Langley@ncsu.edu)

**Please sign and date to indicate that you have read, understand, and accept everything in the guidelines.**

**RETURN THIS AGREEMENT TO CAROLYN LANGLEY NO LATER THAN MARCH 20, 2022, IF YOU WISH TO BE INCLUDED IN THE EXHIBITION.**

You can print this agreement, sign it, and mail it to Carolyn Langley, 1833 Basin Creek Rd., Burlington, NC 27217. Alternatively, you can print, sign, photograph or scan, and email the agreement to [Carolyn\\_Langley@ncsu.edu](mailto:Carolyn_Langley@ncsu.edu).

I have read, understand, and accept all requirements for the spring show at Captain White House as stated in the AAG SPRING AT CAPTAIN WHITE HOUSE GUIDELINES.

Artist's name (printed) \_\_\_\_\_

Artist's signature \_\_\_\_\_

Artist's email address \_\_\_\_\_

Date \_\_\_\_\_