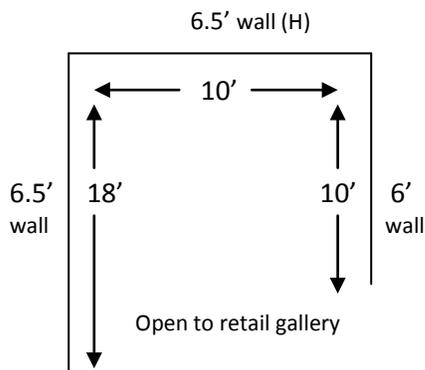




## Center for Maine Craft Organizations & Member Exhibition Guidelines

MCA Patron (\$250 level), Supporting (\$150 level), and Member (\$100 level) Institutions have the opportunity to organize and present **Exhibitions** within the Center's annual schedule for the duration of one to two months on a first come first served reservation basis.

The designated exhibition space is a rectangular area, 10 ft wide with a white wall on the left side 18 ft long, with a row of 2 ft high windows, 7 ft above the floor; 10 ft long pale yellow wall behind (top) with the same row of 2 ft high windows 7 ft above the floor. The right wall is a 6 ft high partition in the same yellow. The front of the space is open to the retail gallery. The floor is slate tile.



### MCA furnishes:

- Up to eight various size white pedestals
- Approximately 6 to 8 halogen spots with limited layout capabilities
- Black vinyl lettering for the title of the exhibition when possible. No other signs permitted.
- A reception for each organization's exhibition opening if requested
- Insurance on 60% of retail price of exhibited works. *The Center is a high traffic venue and we suggest that artists/organizations do not exhibit works that are of intense personal value or not covered by a retail price.*

An organization's exhibition may take a variety of forms:

- Traditional exhibition of members' work (either solo or group shows)
- Display of organization materials, including posters, photos of activities, slide shows, etc.
- Demonstrations and/or artist talks by organization artists/members
- Any combination of the above, or other creative display options

Organizations may also use their Exhibition for friend- or fund-raising activities such as receptions, silent auctions, raffles, etc. and/or to distribute program materials.

### Exhibiting organization/member is responsible for:

- Setting the retail price of work that may be for sale in an exhibition. Work may be exhibited that is *Not For Sale*. All exhibition sales are made at a 60/40 split unless other arrangements are made at the time of the exhibition scheduling. It is the responsibility of the exhibiting organization to make any sales agreement with individual artists in the exhibition.
- Providing a completed Exhibition Inventory Sheet
- Supplying printed labels for each exhibited work with artists' names, titles of works, materials, prices or NFS, etc.
- Installing and taking down the exhibit.
- Providing any additional display fixtures such as vitrines or risers as needed.
- Supplying and displaying any printed promotional or program materials of the organization.

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