



# 2010 Exhibiting Artist Prospectus

Frank Bette Center for Arts  
1601 Paru Street, Alameda, CA 94501 510-523-6957  
www.frankbettecenter.org

## Required Artist Documentation

- Exhibiting Artist Cover Sheet, Prospectus & Consignment Agreement signed and dated.
- For each exhibit, Inventory Record with complete information, signed and dated.

## Display and Exhibiting Policies

- There is no guarantee submitted artwork will be included in the exhibit.
- Entry fees are not refundable. Executive Director's decision is final. initial \_\_\_\_.
- Exhibits are merchandised in an eclectic salon/boutique style. FBCA decides where/how all artwork is displayed. 2D artwork, Sculpture, Jewelry and Decorative Arts may be displayed in "mixed artist groupings" on tables, shelving or pedestals.
- Accepted artwork may not be removed until the close of exhibit. initial \_\_\_\_.

## Qualification of Artwork

- Artwork must be for sale at a retail selling price appropriate to the market. Overpriced and/or under-priced artwork is not accepted. Pricing advice is available.
- Artwork must be labeled with the artist name, title of piece, medium.
- Artwork must be "ready to hang" with secure eye hooks in the top 1/4 on each side of the back of the artwork/frame. Centered hangers or unstable eye hooks not accepted. initial \_\_\_\_.
- Quality counts. "Shop worn" artwork and/or frames are not accepted. Unframed canvas edges must be cleanly and artistically finished with no staples showing. Artwork, frames, matt board, labels, etc must be in "like-new professional quality".
- Plexiglass is preferred. Non glare is recommended. (Glass is heavy and breakable.)
- Unframed 2d artwork (for the bin) must be neatly wrapped, with a stable backing, in clear plastic & labeled on the back with artist name, title of piece, medium and price.

## Expected Artists' Participation

- Attend the opening reception arriving by 7PM. Bring a food/snack item for the reception.
- Provide a self-contained portfolio with artist statement, bio, resume, artwork images, and copies of publicity coverage. Please, put your name on the spine of the portfolio.

## Pick-up of Artwork and Packaging Materials

- Artists must call FBCA before the opening reception to check status of submitted artwork.
- Artwork not included in the exhibit must be picked up before the opening reception. \$5 per piece and per day is charged for artwork left beyond deadline. initial \_\_\_\_.
- All packaging materials are disposed of before the opening reception. initial \_\_\_\_.
- Artwork left 31 days past the deadline is considered abandoned and becomes the property of FBCA. Sorry we have no storage space. initial \_\_\_\_.

## Payment for Sold Artwork

- FBCA collects and pays the sales tax on all sales.
- FBCA pays artist commissions of sales by the end of the month following the sale.