

SAN DIEGO ART INSTITUTE EXHIBITION REQUIREMENTS

PLEASE KEEP A COPY FOR FUTURE REFERENCE!

To be juried and shown, your work must conform to the following professional standards.
Work which fails to comply will be disqualified on discovery. Any & all fees are nonrefundable.

I. **Entries** will be accepted on the Friday & Saturday prior to jurying, 10:30am to 3:30pm & Sunday, noon to 3:30pm **or by appointment**. Non-selected artwork should be picked up **ASAP**. Storage space is very limited therefore rental fees of \$1 per day are incurred after **60** days. Work left longer than **90** days becomes SDAI property & will be disposed of at SDAI's discretion.

II. **ART IS LEFT AT YOUR OWN RISK**: SDAI does not carry insurance to cover your work and accepts no liability in case of damage. Insurance is the artist's responsibility. Volunteers and staff try to be careful, but accidents can happen. Artwork priced or valued over \$2000 must be self insured **or** artist's written release of liability must be provided.

III. ALL TWO AND THREE DIMENSIONAL ART WORK:

1. **Weight** may not exceed 40 lbs. per unit.
2. **Size overall** must not exceed 8 ft. in any dimension including spacing.
3. **For members only: "One Foot" Show** entries must fit *within* one cubic foot, including frame or base, and must conform to **all other entry requirements including wiring!**
4. **No** work may be entered which requires **electricity**. All floor displayed work will be shown on 4 ft. sq.(or smaller) platform or pedestal.
5. **Multiple piece works** must include a simple diagram firmly attached to **each** unit showing installation positions and spacing recommended (actual installation is at the discretion of the Art Director).
6. **Special installations** require prior approval of the Art Director and will be done by the artist at the staff's convenience.
7. Work must be physically **stable** for the security and safety of the staff, the public and the piece itself.
8. All areas of the work must be **completely dry**. Work which is uncured, wet, or where the medium can be rubbed off will be disqualified. Works on paper or **Fragile** work must be provided with Plexiglas/acrylic cover or casing.
9. All work must be **permanently & indelibly** labeled on back or bottom with **artist's name & title**.

IV. ALL WALL-HUNG WORK:

1. **Unframed** work must have finished, wrapped edges with **no** staples or fasteners showing. (Taped edges are unacceptable.)
2. **Plexiglas or acrylic** (instead of glass) required on **all** metal frames or unmounted "**clip**" frames & on all other frames exceeding **24"** in any direction.
3. **Wiring Instructions**: Proper gauge picture-wire is required, (monofilament or other substitutions are unacceptable). Works will **not** be hung on edges of frames, stretcher bars, or rings, holes and/or tabs. (In the Gallery all 2Dwork is suspended across two nails) Screw eyes or hangers (**not** sawtooth) must be placed on each vertical side, firmly anchored at 1/5th the total length from top,(i.e. on 30"length - 6" from top) and wire must suspend to within 1" to 2" of top; double loop wire ends through each screw eye and leave most of center clear of excess wire; bind wire ends with tape. Improperly or unwired work will be charged a \$25 wiring fee.

V. SALE/VALUE OF ARTWORK/ETC. (Commissions: SDAI = 40%, Artist = 60%; C-Note=50/50, referrals = 10% to SDAI):

1. **Price** or "**NFS**"(not for sale) **value** must be stated on entry form. Prices **over \$2,000** will be listed **POR** (Price on Request). **Artwork valued over \$2,000** must be self-insured **or** artist's release of liability provided. Neither prices nor titles may be changed after registration. All work must have a title or a number for ID purposes.
2. **Social Security Number** required for sale of art work. Payments will be processed by 10th of the following month after close of show.
3. **No** artwork on exhibit may be claimed from show by either artist or purchaser until **after close of exhibition**. Storage space is very limited so **please pick up artwork promptly!**