

**Louisville Art Association  
Art in Public Places Program 2014  
Coordinator: CHERYL WHITEHALL**

**Suggestions/Guidelines for Exhibitors**

**Before Hanging Your Artwork:**

1. Visit the venue if you haven't seen it before. This will help you figure out which of your pieces will work there. You may want to pack some additional hangers for some of the venues.
2. Choose content that seems appropriate for that setting. For example, select soothing, restful pieces for dental offices, select family-friendly subject matter for places where children are part of the audience, etc. If in doubt talk to the venue managers directly, and/or take samples of your work to show them.
3. Frame your work and affix wire to the back for hanging. If your pieces are very large or heavy, go to the venue to make sure their hangers will support your work. Most venues do not want you to put new hangers in their walls.
4. Prepare your artist's statement. It is better to have it framed or laminated.
5. Prepare your tags (LAA tag template on the website under member, and AIPP) and attach directly on each piece of artwork, or attach to the wall right next to each piece. If you use the wall, use the putty that comes off easily and doesn't leave any hole. Your tag should contain your name, contact information, price (if you wish to sell it), and the title of the piece.
6. Arrange with the venue manager a time and day for your hanging of art. Some places don't care when you do it, but others prefer you do it at specific times when there is less activity.

**Hanging Your Artwork:**

1. When you're contacted by the previous month's exhibitor at that venue, you and that person should coordinate when s/he will take down their art and when you can hang yours. If you don't hear from the other person, contact me.
2. Introduce yourself to the venue manager(s). We ask that you act warm, friendly and appreciative. The venues in our program are doing us a favor. If any problem arises, feel free to call me for assistance. While the venues do benefit from having free, original artwork to adorn their space, there are LOTS of artists around.
3. Many venues would appreciate a small stack of your art-related business cards to have available if anyone asks. This makes you look more professional.
4. Usually our agreement with venue managers is that interested buyers contact the artist directly to negotiate a sale.
5. Some venues (coffee houses, for example) are happy to host a reception for you where you invite your friends and family to come see your exhibit at a designated time and date, and the guests would presumably buy refreshments from the venue.

### **Removing Your Artwork:**

1. Artwork is to be removed at the end of the one month or two month period, according to the agreement LAA has with that particular venue. Usually this happens on the last day of the month, and may vary if this day falls on a weekend and the venue isn't open on that day.
2. Please coordinate with the next exhibitor so your venue isn't left with bare walls for more than a day or part of a day. If you plan to be away at the time your art is to come down, please arrange to remove it earlier or later by coordinating in advance with the next exhibitor. If any communication problems arise, feel free to call me for assistance.