

**≈ THE HARFORD ARTISTS' ASSOCIATION, INC. ≈**  
**MEMBERS HANDBOOK**  
**THE HARFORD ARTISTS' ASSOCIATION, INC.**  
**37 N. Main Street, Suite 104**  
**Belair, MD 21014**  
**410-420-9499**  
**www.artinharford.org**

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## FREQUENTLY ASKED QUESTIONS:

1. Can non-members come to the business meetings?  
Yes. Guests are welcome to attend. *See page 5*
2. Do you have to be an artist to join HAA?  
No. There is a Supporting Membership. *See page 3*
3. Must you be a member of the Executive Board to attend board meetings?  
No. Any member may attend, but only members of the Board may vote. *See page 5*
4. I don't have e-mail. Can I still receive the "Sketch Pad"?  
Yes. Notify the membership chair or editor. *See page 5*
5. Who do I notify if I want something to be included in the "Sketch Pad"?  
The Editor. *See page 5*
6. What are the fees for displaying my art at the Gallery?  
Fees vary. *See page 10-11*
7. Must my art stay in the gallery for the full two month show?  
Yes. Unless your art is sold, for security and insurance reasons you may not remove your work from an exhibit except on Change-Out day. If a piece of art work is sold, you will be notified and you may put another piece in that space. If there are extenuating circumstances that require you to remove your work, please contact any Gallery Committee member. *See page 24*
8. Does the Change-Out committee have the right to reject my work?  
Yes. If for instance, the work is not properly framed or in poor condition, it may be rejected if the problem cannot be corrected. Lewd or graphically violent subject matter is not acceptable. *See page 13-14*
9. Why do I need to attach the information card to a string/ribbon on my painting?  
The string, which is attached to the hanging wire, is draped over the front of the work. The artist, title, etc. must be visible to the person attaching the permanent information card. This is so, once hung, the art does not have to be removed from the wall and turned around to verify the information. The card and string will then be returned to the back of the work. *See pages 14*
10. Why must I fill out two information cards?  
One is attached to the work. One is used to type the permanent information card. *See pages 14*
11. What are the guidelines for sitting at the gallery? *See page 17-19 for complete guidelines.*
12. Are the requirements for a "juried" show different than the regular gallery shows?  
Yes. A juried show requires you to submit photographs of your work. Your work will be evaluated and then you will be notified if your work is accepted. The fee for juried shows is sent with the photographs and is not refundable. *See page 15*
13. Is there a fee to exhibit outside the gallery in a HAA affiliated show?  
It depends; there is no fee to display at HAA Rotating Exhibits. Other shows may require an entrance fee or a rental fee for a display panel. A prospectus will be sent for these shows and will contain all information concerning fees. In most instances where your work is displayed outside the gallery, HAA will take a commission of 20% and 6% MD State Tax is added to the sale price. *See page 21*
14. May members rent the panels and tents owned by HAA for personal use?  
Yes. *See page 7*
15. I would like to volunteer for a committee. How can I find out what is involved?  
Contact the President or current committee chairman. *See page 6*

# ≈ THE HARFORD ARTISTS' ASSOCIATION, INC. ≈

## ABOUT US

The Harford Artists' Association, Inc. is a non-profit organization dedicated to the promotion of fine art in Harford County. Its mission is to conduct and enhance educational programs and activities in the visual arts through art lectures, demonstrations, workshops, exhibits and community projects.

The Harford Artists' Association was organized in 1967 and incorporated in 1970. The Harford Artists' Gallery was established through an agreement with the Town of Bel Air in October 2009. Our general meetings are held annually.

The Harford Artists' Association, Inc. has received grants from the Maryland State Arts Council and the Harford County Government, through the Harford County Cultural Arts Board.

The HAA awards a scholarship annually to a student of the Fine Arts program at the Harford Community College (HCC). Given that the HAA qualifies for 501(c)(3) status as an "educational" organization, the scholarship serves to strengthen our educational goals. More importantly, the scholarship helps to make an impact for students that wish to follow a career in the Fine Arts. The HAA is recognized on HCC's Foundation Donor Recognition Tree by an engraved leaf. The Donor Recognition Tree is located in the Chesapeake Center at HCC.

You do not have to be an artist to join. Please see the Membership page for an explanation of the various categories of membership.

***IMPORTANT NOTE: Members have access to our membership roster. This is a confidential list to be used only by members to individually contact other members. No member may use the list or any information maintained electronically for soliciting work, funds, other organizations or commercial reasons or any reason not authorized by Harford Artists' Association. Misuse of the member list may jeopardize The Harford Artists' Association, Inc.'s status as a non-profit organization and will result in the loss of membership.***

## MISSION STATEMENT

- ✓ To promote interest in and appreciation for art in Harford County
- ✓ To conduct and enhance educational programs and activities in the visual arts through art lectures, demonstrations, workshops and community projects
- ✓ To encourage members in expanding their artistic abilities
- ✓ To provide our members opportunities to present their artworks for display and educational purposes

# MEMBERSHIP

**Dues must be paid no later than January 31st.**

Membership runs from January 1st through December 31st. New members who join between June 1st through August 31 pay half the annual dues and members who join from September 1st through December 31st are considered paid in full for the following year. To renew your membership, send a check (or money order) to:

The Harford Artists' Association, Inc.  
37 N. Main Street, Suite 104  
Bel Air, MD 21014

If you have any questions regarding membership, contact the membership chair or any member of the Executive Board. For existing members, dues are in arrears if not paid by January 31, after which delinquent name(s) will be dropped from the active roster and their work will be removed from any HAA exhibit.

◆ Individual	\$35.00
◆ Family (spouse/partner, children age 16 & older)	\$45.00
◆ Full-time Student age 18+	\$15.00
◆ Youth age 15-17	\$15.00
◆ Supporting Member (non-artist)	\$25.00
◆ Corporate level sponsor	\$100.00

### *Corporate Sponsor Benefits:*

1. Business listed on HAA website
2. Recognition on HAA programs
3. Tax deductible
4. Posting of company recognition in the gallery

### **Some of the benefits that come with being a member are:**

- ✓ Business meetings
- ✓ Guest and member lectures and demonstrations
- ✓ Member input encouraged
- ✓ The Sketch Pad monthly newsletter
- ✓ Gallery privileges, including the use of the multipurpose room
- ✓ Opportunities to serve and learn through volunteering
- ✓ Exhibit and sell your art
- ✓ Participation in rotating exhibits outside the Gallery
- ✓ Handbook
- ✓ Special rates for workshops
- ✓ Social events associated with HAA and the art community
- ✓ Flow of Association and art community information to membership via email and US mail
- ✓ Group Plein Air painting
- ✓ Free use of web site [www.ArtInHarford.org](http://www.ArtInHarford.org)
  1. May post an example of your work in Artists Directory
  2. Receive notification of workshops
  3. Access the calendar of exhibits, forms and events
  4. View members in the news
  5. Access corporate sponsors listing
  6. Art Links to services, art centers, museums, & activities outside HAA
- ✓ Free web link to personal site via HAA website
- ✓ Receive personal acknowledgement, encouragement and publicity
- ✓ Enjoy *Friendship and Fun*

## MEETINGS

**BOARD MEETINGS:** The Executive Board meets the first Wednesday of every month at the The Harford Artists' Gallery, 37 N. Main Street, Suite 104, Bel Air. Members are welcome to attend, but are not voting members of the Board. The President may occasionally change the date and time of the board meeting or may call a special board meeting to address time-sensitive issues.

**BUSINESS MEETING:** In keeping with our By-laws, a business meeting is held annually. Specific meeting date, location and time will be announced in advanced via email, on the web site and in the newsletter. Guests are welcome and there is no fee for guests or members. The business meeting is usually followed by a special-interest program. Some examples of past programs include:

- Demonstrations of various techniques.
- Critique of members' work.
- Biographical re-enactment of an artist's life.
- Personal experiences of professional artists.
- Sharing of workshop experiences.

## THE *SKETCH PAD* NEWSLETTER AND WEBSITE

The *Sketch Pad* is the Harford Artists' Association's newsletter that is published monthly. **If you have email**, you will receive notification electronically each month with a link to the website. You can access the newsletter at [www.artinharford.org/newsletter.html](http://www.artinharford.org/newsletter.html). **If you do not have email**, the newsletter can be mailed to you through the postal system. *Please be sure to notify the Membership Chairperson of any changes to your email and/or postal address..*

Regular items appearing in the *Sketch Pad* are:

- New member welcome
- Members in the news
- Announcements and important dates
- Business meeting and program information
- Exhibit opportunities in the community
- News from the gallery including:
  1. Gallery schedule
  2. Exhibit information
  3. Sales
- General interest items
- Information on upcoming workshops and events
- Officers and Committee Chairs contact information
- Past and future happenings
- Treasurer's Report

If you have items that you feel are appropriate for the newsletter, please contact the *Sketch Pad* editor. **We want you to share your successes and your experiences and encourage you to contribute to the *Sketch Pad*.** If you are not receiving notification of the *Sketch Pad*, please contact the *Sketch Pad* Editor. ***If you are unable to open an attachment, please contact the Webmaster.***

**THE WEBSITE** at [www.artinharford.org](http://www.artinharford.org) contains extensive information about HAA including membership application, exhibit entry forms, artists' directory, events, art links and much more.

## **SUMMER PICNIC AND WINTER HOLIDAY PARTY**

The HAA usually holds a Summer Picnic and a Winter Holiday Party for members and guests. Times and locations of the events are announced in the newsletter. Both events are casual.

**Summer Picnic:** HAA provides meats, rolls, paper products and utensils. Members are asked to bring a dish to share and to supply their own beverage. The location of the picnic will be announced.

**Winter Holiday Party:** HAA provides a deli platter, drinks, paper products and utensils. Members are asked to bring a dish to share. Location of the Winter party varies.

## **VOLUNTEERING**

Please keep in mind that you are part of an *all volunteer* association. You get out of it what you put into it. Please consider volunteering a portion of your time beyond the exhibiting requirements to **help keep the HAA a viable member-involved association**. It is not only satisfying to do useful work that benefits the association and the community, but recent research has shown that volunteering can have health benefits as well.

There is a **Volunteer Log** at the gallery. Please make sure to log in your volunteer time. This allows us a means of recognizing those who volunteer frequently. Factual statements from our data concerning our association and volunteer hours enhance the likelihood of success when applying for grants.

## **PANEL AND TENT RENTALS**

Available to HAA Members in good standing only.

- ✓ **Three (3) EZ-UP tents**
- ✓ **Eight (8) sets of two-piece racks (panels)**
- ✓ **Twenty-Six (26) outdoor racks (panels) 37.5" wide x 72" high**

- **Panel Fee: \$5.00 per rack (panel). Non refundable.**

Rental fee includes panel, feet, cotter pins, hooks and sleeve. Do NOT take additional hardware. Take only what is needed to set up the number of panels rented.

- **Tent Fee:\$25.00 per tent (sides included). Non refundable.**

An additional fee of \$50.00 plus cost of replacement parts will be charged if tent or accessories are returned damaged or missing.

### **Conditions:**

1. Contact Facilities and Equipment Chairperson to have your name put on the "reserved list" in advance.
2. Coordinate with Facilities and Equipment Chairperson to arrange pick up and drop off.
3. **Complete form at pick up and drop off**
4. You must provide your own muscle and transport.
5. Available on a first come first served basis if you are not on the "reserved list".
6. Member with the most volunteer time logged in will have priority if all things are equal.

## **LIBRARY**

The HAA has a variety of books which members may check out. **Please use the Library Card File to record your book check out and return.**

## **CLOSING POLICY FOR THE GALLERY, EVENTS AND PROGRAMS**

HAA and the Gallery **follow Harford County Government and Harford County Public School Inclement Weather Policy.** Follow these announcements. If the County offices or schools are closed, evening or weekend events cancelled, HAA and the Gallery is closed. If offices or schools open late or close early, the Gallery will open late or close early. **Obey the County Emergency Services severe weather warnings.** If told to stay off the roads, for example, HAA events and the gallery are cancelled.

# GALLERY EXHIBIT ARTWORK SUBMISSION

Submissions may be entered in any combination of 2D and 3D art.  
(See next page "Fees" for an explanation.)

## 2-D ARTWORK:

When submitting only 2D art, you may submit a maximum of three pieces which can be any combination of (3) small or standard-sized entries per two month exhibit. **One (1) Large OR one (1) Oversized piece may be substituted for one of the small or standard pieces with the appropriate additional fee.**

For purposes of calculating fees and space management, 2D artwork is categorized by size as follows:

Small. . . . . Longest side does not exceed 14"

Standard. . . . . Longest side does not exceed 40"

Large\*. . . . . Longest side is greater than 40" but does not exceed 60"

Oversize\*. . . . . Longest side exceeds 60"

**\*Only one oversized piece of art per artist will be permitted per show (with the exception of the Starving Artists Sale where NO Large or Oversized art will be accepted.).** Should there be multiple artists submitting oversize work, submissions will be on first come, first served basis. The number of oversized pieces accepted will be at the discretion of the Exhibit Committee.

**Yearly Exhibit Plan** entries include the additional privileges of:

- the privilege to display up to six (6) matted, unframed works in *each* of the Print Racks
- the privilege to display up to two (2) spaces in the Card Rack
- the privilege to display up to four paintings for the Mini Paintings Display.

## 3-D ARTWORK:

When submitting all 3D art, you may display on a maximum of three (3) 12" x 16" spaces per exhibit. The Exhibit Committee has the right to refuse entry for pieces that are too large to display adequately in the Gallery and/or charge an additional fee for over-sized pieces which require more space.

**Yearly Exhibit Plan** entries include the additional privileges of:

- the privilege to display up to six (6) matted, unframed works in *each* of the Print Racks
- the privilege to display up to two (2) spaces in the Card Rack
- the privilege to display up to four paintings for the Mini Paintings Display.



## **CARD RACK:**

Two spaces in the card rack is included in the **Yearly Exhibit Plan**. For those not on the Yearly Plan, the **maximum** space to display in the card rack is two (2) spaces wide also. Additional cards may be stored in the Point of Sale cabinet. You may replenish/refresh your space at any time. All displays will be at the discretion of the Exhibit Committee. Each piece must be in a clean, clear sleeve (no kitchen plastic wrap) and contain:

- a. Artist's name
- b. Price
- c. Inventory number or code

## **MATTED UNFRAMED ART RACKS:**

Six pieces in the matted unframed art rack is included in the **Yearly Exhibit Plan**. For those not on the Yearly Plan, the **maximum** displayed in any one rack is also six (6) pieces. No duplicate images are allowed. Each piece must be in a clean, clear sleeve (no kitchen plastic wrap) and contain:

- a. Artist's name
- b. Price
- c. Description, i.e., photo or original or print.
- d. Inventory number or code

## **MINI PAINTINGS:**

Space for four (4) mini paintings is included in the **Yearly Exhibit Plan**. For those not on the Yearly Plan, the **maximum** space is also four (4) mini paintings to display. You may replenish/refresh your space at any time. All displays will be at the discretion of the Exhibit Committee. Each piece must contain:

- a. Artist's name
- b. Price
- c. Inventory number or code

## GALLERY EXHIBIT FEES

Acceptance of all artwork submitted for display in the Gallery will be at the discretion of the Exhibit Committee. This includes, but is not limited to 2D, 3D, framed and unframed work, note cards, business cards and literature. Acceptance of 2D artwork will occur at Change-Out. 3D artwork must be presented in advance to the Exhibit Committee for acceptance. For the overall cohesiveness of the Gallery design, the hanging and placement of **ALL** work will be determined by the Exhibit Committee.

### FEES:

There are two **Gallery Fee** plans from which you may choose. *The Yearly Plan* and the *Pay-As-You-Go Plan*. Each artist may display on a maximum of three spaces in an exhibit. The art may be displayed in any combination of vertical space (hanging on the wall/panel) and/or horizontal space (placed on a 12"x16" display area). One example – 3D art placed on two each 12"x16" horizontal spaces and one 2D art piece hanging on the wall or panel. This can be presented in a variety of combinations. When submitting 2D artwork, the Yearly Plan and Pay-As-You-Go Plan fees apply to **Small and Standard** sized artwork only. Large and/or oversized 2D art requires the following **additional fees**:

Large\*..... \$20 per piece framed or gallery wrapped

Oversize\*.... \$30 per piece framed or gallery wrapped

*\*Exception is the "Starving Artist" show in January where you can **ONLY** submit Small and Standard 2D Art. All pieces entered must be priced at \$99.00 or below and you may submit as many pieces as you like.*

**Note:** The Yearly Plan Exhibit Fee is based on the calendar year. New members (joining after Sept. 1) or members renewing before January 1 may enroll in the Yearly Plan in advance, but the plan will not go into effect until January 1 (the beginning of the new calendar year). This plan covers five bi-monthly exhibits from January 1 through December 31 of a given year. (It does not include *Pictures at an Exhibition*).

**Commission:** HAA commission is 20% of the sale price for all work, on or off-site of the gallery.

**Sitting:** Each artist may be required to sit a maximum of 4 "slots" as host/hostess of the gallery per two month exhibit period. Each "slot" consists of a minimum of a 3-1/2 hour time period during Gallery hours.

## YEARLY PLAN:

\$100.00 – Paid Annually (This does **not** include the yearly Association Membership dues.)

**Payment:** Pay in full by January 1 or pay in 2 installments of \$50 each.

Installment payments are due by January 1 and by May 1. Payment not made by the 31st of each payment month will be in arrears and you will be removed from the yearly plan and automatically placed on the "Pay-As-You-Go Plan".

You may enroll in the yearly plan any time in the calendar year for \$100.00 with restrictions (See *Note* above).

Card Racks, Matted Unframed Art Racks and Mini Paintings are included in the \$100 fee.

*"Starving Artist" show is included in The Yearly Plan for all art including 2D and 3D.*

## PAY-AS-YOU-GO PLAN:

Each artist may display on a maximum of three spaces in an exhibit. The art may be displayed in any combination of vertical space (hanging on the wall/panel) and/or horizontal space (placed on a 12" x 16" display area). One example – 3D art placed on two each 12" x 16" horizontal spaces and one 2D art piece hanging on the wall or panel. This can be presented in a variety of combinations.

**2D:** Payment is due at Change-Out as you submit artwork.

\$10.00 per piece for three (3) **small OR standard sized** framed or gallery wrapped.

\$20.00 per piece for **large framed** or gallery wrapped (*only one per exhibit*).

\$30.00 per piece for **oversized framed** or gallery wrapped (*only one per exhibit*).

**Maximum** of three (3) pieces per artist per exhibit.

**3D:** Payment is due at Change-Out as you submit artwork.

\$10.00 for each 12" x 16" space with a maximum of three (3) spaces per two month exhibit.

**Card Rack:** Payment is due at Change-Out as you submit artwork.

\$10.00 per year for a maximum of two (2) spaces at any one time.

**Matted Unframed Art Racks:** Payment is due at Change-Out as you submit artwork.

\$35.00 per year for a maximum of six (6) pieces at any one time.

**Mini Paintings:** Payment is due at Change-Out as you submit artwork.

\$10.00 per year for a maximum of four (4) pieces at any one time.

***Starving Artist Show Exceptions:** All pieces entered must be priced at \$99.00 or below and you may submit as many pieces as you like. All 2D submissions may **ONLY** be small or standard size for the \$10.00 fee. **NO** Large or Oversized pieces may be submitted.*

*The unframed rack, card rack and mini paintings display privileges are **NOT** included in the Pay-As-You-Go Plan. Separate payment is required for each.*

# GALLERY EXHIBITORS SITTING REQUIREMENTS

**ALL SITTERS MUST SIGN UP FOR THEIR SITTING OBLIGATION EITHER ONLINE AT THE "SIGN UP GENIUS" OR AT CHANGE-OUT.**

- You may not exhibit if you do not sign up to sit. *Exemptions:* 80 years of age or older, or you have notified someone on the Executive Board prior to Change-Out that you have a disability preventing you from sitting.
- Sign up for four date/time slots on [signupgenius.com](http://signupgenius.com) as soon as possible once you receive the email to do so.
- Be prepared to sign up for date/time slots at the Change-Over if you haven't done so online.
- If you are an experienced host you may sign up a friend or adult family member to host with you. They count as one of your slots.
- The sitting coordinator may adjust sitting requirements as necessary due to quantity of people signed to sit.

## **2-D ARTWORK:**

Each exhibiting artist is required to sit a maximum of four (4) "slots" as host/hostess of the gallery **per two month** exhibit period. Each "slot" consists of a minimum of a 3-1/2 hour time period during Gallery hours.

## **3-D ARTWORK:**

Each exhibiting artist is required to sit a maximum of four (4) "slots" as host/hostess of the gallery **per two month** exhibit period. Each "slot" consists of a minimum of a 3-1/2 hour time period during Gallery hours.

## **CARD RACK ONLY:**

Each artist exhibiting **ONLY** in the Card Rack is required to sit a maximum of four (4) "slots" as host/hostess of the gallery **per year**. Each "slot" consists of a minimum of a 3-1/2 hour time period during Gallery hours.

## **MATTED UNFRAMED ART RACK ONLY:**

Each artist exhibiting **ONLY** in the Matted Unframed Art Rack is required to sit a maximum of eight (8) "slots" as host/hostess of the gallery **per year**. Each "slot" consists of a minimum of a 3-1/2 hour time period during Gallery hours.

## **MINI PAINTINGS ONLY:**

Each artist exhibiting **ONLY** in the Mini Paintings cabinet is required to sit a maximum of four (4) "slots" as host/hostess of the gallery **per year**. Each "slot" consists of a minimum of a 3-1/2 hour time period during Gallery hours.

# GALLERY GUIDELINES AND PROCEDURES FOR CHECKING IN AND PICKING UP ARTWORK

**CHANGE-OUT DAY:** Unless other notification is given, Change-Out Day is the last Monday of the second month of each exhibit. Exhibits run in two month increments. Change out day is for picking up the previous exhibit's work as well as submitting work for the current exhibit. Currently, the following procedures should be followed:

1. If you need to drive to the gallery door, do so.
2. Take your new artwork into the gallery (help will be provided) and lean them against the "Storage" wall.
3. Sign out your old work at the Check-Out table just inside the door, take your art to the car and park outside the Marketplace. (*Parking in the Marketplace is prohibited without a handicap placard*)
4. Return on foot with your entry form/information forms and fee if applicable. Proceed to the Check-In Table with your artwork.
5. 3D artists, after Check-In please place your entries on the shelves in the Multipurpose Room with your entry/inventory sheets.

If needed, someone will be available to help you transport artwork to and from your vehicle.

**2-D ARTWORK** must be appropriately framed and ready to hang. Please complete the "Gallery Entry Form" and "Information Cards" for each entry along with your art on Change-Out day. Poor framing, poor condition of work, lewd or graphically violent subject matter will be rejected by the Exhibit Committee. Work created as part of a group from an instructor's reference in a class or workshop is not acceptable. Each piece of artwork may be exhibited one time within six consecutive regular exhibits. Note specific requirements for small, standard and over sized artwork in the Gallery Exhibit Fees section.

## **FRAMING:**

Choose a frame and mat to enhance the painting. Wire should be attached with screw eyelets or D-rings **one third** of the way down from the top of the frame on the back. These must be attached to the **frame**, not the artwork.

Stretched wire should be no less than within 1-1/4 inches from the top of the frame. Wire should **NOT** show above the frame when hung. *Saw-tooth hangers are NOT acceptable.*

Frames, mats and backings should be checked and repairs made to maintain a professional appearance. Damaged paper backing should be replaced when needed. Work under glass must be dust free, have clean glass and have a paper backing.

Unframed **GALLERY WRAPPED** art must have the image continued on the sides of the canvas or have the sides of the canvas painted a solid color complimentary to the front. The canvas must be at least 1-1/4 inches deep and no staples or nails securing the canvas shall be visible.

**METAL FRAMES WITH CLIP FASTENERS WILL  
NOT BE ACCEPTED IN THE GALLERY.**

**THE INFORMATION CARD** should be attached to the hanging wire with a string or ribbon. (See picture below.) The string must be long enough for the card to drape over the top of the work and hang approximately four (4) inches down in front of the artwork. This is so that when hanging, the gallery staff does not have to move the painting to verify the information for the permanent wall card. The ribbon and card will be hung behind the painting once the wall cards are in place. There will be someone at the gallery for assistance at Change-Out if needed.



Back of painting with ribbon attached to hanging wire



Front of painting with ribbon hanging over the top of the painting.

**3-D ARTWORK:** You must have a "3-D Entry Form/Inventory Sheet" completed when bringing in or taking out your work (you may use your own personal forms instead of the gallery forms). All artwork for display **must be approved** by the Exhibit Committee. Placement in the gallery will be determined by the Exhibit Committee. It is the responsibility of the artist to maintain their exhibit under the supervision of the Exhibit Committee. All items must be in good repair and tastefully displayed and refreshed at a minimum of every two months. Artwork brought in to replace items must be of an *appropriate height* so as to not block other artwork hanging. Each piece should have a card with *Artist's Name, Title, Price, and an Inventory Number*.

**CARD RACK:** Because of limited space, each artist may use two (2) spaces to place their cards. Extra cards may be stored in the basket in the Point of Sale cabinet. Cards must have a label with the *Artist's Name, Price, and an Inventory Number*.

**UNFRAMED PHOTOS, PRINTS AND ORIGINALS:** You must have a "Unframed Photo, Print and Original Work Rack" Entry Form/Inventory Sheet completed when bringing in or taking out your work. You are limited to six (6) pieces in each rack (one of each - no duplicates please!). They must be in a clear, resealable print/photo bag (no plastic wrap). Each piece must have a label with the *Artist's Name, Title, Price, Description (Is the art a Photo, Original or Print) and an Inventory Number*.

**MINI PAINTINGS DISPLAYED ON MINI EASELS:** Because of limited space, each artist may submit four (4) mini paintings. Paintings may be framed or unframed, but if they are displayed on easels, they should be clearly marked as to whether the easel is included in price. Paintings must have a label with the *Artist's Name, Price, and an Inventory Number*.

# ANNUAL JURIED SHOW FOR 2-D ART *PICTURES AT AN EXHIBITION*

- Entry Fee (Entry Fees are **NOT** refundable). *Entry does not guarantee your work will be accepted.*
- Premier Juried Show
- Participation is open to the public and membership is not required
- Cash prizes and ribbons are awarded
- Submissions are juried with respect to the caliber of the work, not membership.
- Notification or requirements for submission and display will be sent to interested artists.

Harford Artists' Association will take a commission of 20% on all sales.

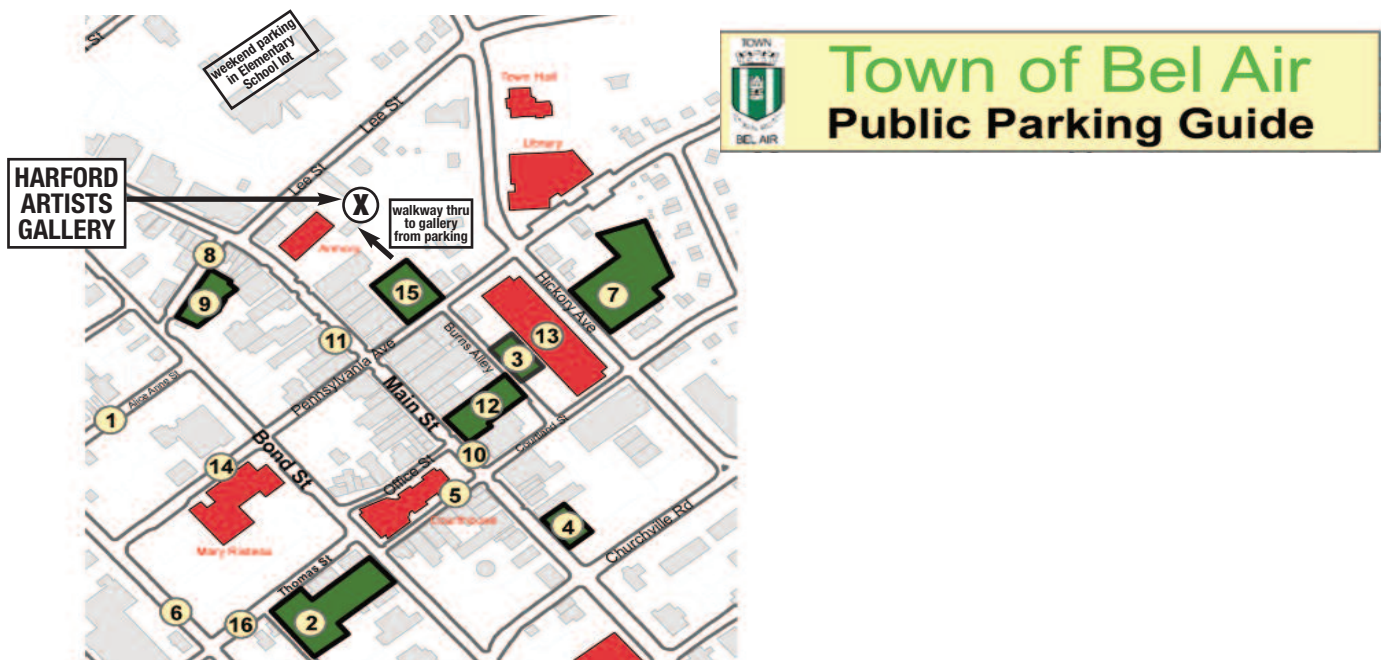
Six (6) percent Maryland State Tax will be collected on all sales.

## TRAFFIC AND PARKING ADVISORY

### PARKING IS NOT PERMITTED WITHIN THE GATES OF ARMORY MARKETPLACE WITHOUT A PERMIT.

Harford Artists' Association has two (2) reserved parking spaces for sitters. Sitters will hang the parking placard from their mirror. This placard **MUST** be passed on to the next sitter. At the end of the day, the two red placards are to be stored in the sales form drawer. Do **NOT** take the placard home. You will be responsible for returning it by the next opening if you have forgotten to return it.

1. There is parking behind the Gallery. Enter from Pennsylvania Avenue and use the walkway to access the Gallery.
2. During non-business hours, park in the lot just prior to the building. Enter this lot from Main Street.
3. On weekends, parking is often available at Bel Air Elementary School. Enter from Lee Street.
4. There is a large parking garage at Hickory & Pennsylvania Avenues.
5. Street parking is available. Parking at meters in Downtown Bel Air is **FREE** after 5:00 pm, weekends and holidays.



# SITTING AT THE GALLERY OBLIGATION

*NOTE to all exhibitors:*

*If you do not sign up to sit, your artwork will be removed from display and you will be notified to pick it up.*

## SITTING FOR EXHIBITING ARTISTS:

When participating in gallery exhibits you must sign up to sit at the gallery. You may sign up using the *Sign Up Genius* online or in person at Change-Out day. Bring your personal calendar so you can choose dates to sit during the exhibit hours. **If you have a conflict with any of the chosen dates, it is YOUR responsibility to get someone to switch dates with you. The Sitting Calendar Coordinator cannot do this for you.**

If during any two month exhibit you are unable to fulfill your sitting requirement due to illness, family, emergency, etc., you are expected to find a replacement and make up the missed time slot during the following exhibit rotation – even if you are not exhibiting during that time. In short, you must fulfill your slot time obligation.

*Cannot uphold your sitting commitment? As soon as possible, use the online Sign Up Genius, or the schedule posted at the gallery and your roster to assist you in finding someone to switch with you.*

If, because of *extreme extenuating circumstances*, such as emergency hospitalization, an individual cannot make arrangements for someone to sit in their place, please let us know as soon as possible. Have someone notify the gallery at **410.420.9499** (on Thursday through Sunday) or email [haagallery@artinharford.org](mailto:haagallery@artinharford.org).

## REPEATED NEGLIGENCE REGARDING SITTING OBLIGATION

*First occurrence* will be excused, but noted. A true emergency can be overlooked.

*Second occurrence* will result in the individual's work being removed from display until such time that the unfulfilled sitting unit (time obligated on the calendar) is made up.

*Third occurrence* will result in the individual being placed on probation status for the next upcoming two-month exhibit period. The individual will be removed from probation status once they have sat out one exhibit rotation **AND** made up any unfulfilled sitting obligations.

## WHY DO WE NEED TWO SITTERS?

*Two sitters must be present when the gallery is open.*

*First*, safety reasons – someone might have a health emergency while they're alone. *Second*, security reasons – to double check the locks, secure the money, etc. *Third*, integrity reasons - no one believes that HAA members are less than honest; however, if something should disappear from the gallery, either money or artwork and only one person is there, when the police are called they will consider that individual suspect.

**If one person does not honor their sitting commitment, the gallery will be closed. This causes loss of sales and diminishes our reputation in the eyes of our guests.**



# **GUIDELINES FOR GALLERY SITTERS**

**IF THERE IS ANY SIGN OF A BREAK-IN OR ANY DESTRUCTION –  
LEAVE THE PREMISES AND CALL BEL AIR TOWN POLICE 410.638.4500.**

**IF THERE IS SMOKE OR FIRE – DO NOT ENTER. CALL 911**

**The Gallery Address is: 37 North Main Street, Suite 104**

**The Cross Street is Lee Street**

**The Gallery Phone Number is 410.420.9499**

## **OPENING THE GALLERY:**

Telephone numbers for appointed Gallery Openers are on the front window.

### **Appointed GALLERY OPENER will:**

- a. Take the key from the Key Box and leave the Box unlocked with the magnetic bar across the weather cover.
- b. Open the Gallery door and place the key in the assigned place.
- c. Give each sitter a red parking placard to hang from their car mirror while sitting.  
**Note: It is the sitters responsibility to give the placard to the next person who is sitting or at the end of the day, to put it in the Sales Form drawer.**
- d. Check the premises and explain the procedures to new sitters.
- e. Open the safe, leave the door unlocked, give the cash drawer to the sitters to place in drawer after counting.
- f. Ensure that two sitters are present.

### **OPENING GALLERY SITTERS will:**

- a. Complete the Cash on Hand form and put the money in the Cash Drawer
- b. Sign into the Volunteer Log and put on HAA Name Tag.
- c. Walk through the gallery to make sure wall hangings are straight, the gallery is clean, and all looks good.
- d. Answer any phone calls with "*Harford Artists' Gallery, \_\_\_\_\_ speaking*".
- e. Check the **Gallery Resource Book** for updated information.
- f. Put the sandwich board at the entrance of Ward Park at Main Street.
- g. Put the feather flag and wheeled holder at the gallery entrance.

### **GALLERY SITTERS DURING THEIR SHIFT:**

- a. Greet visitors with a friendly greeting, explain the two month show and allow the visitor to enjoy the exhibit.
- b. Sitters may work on their art (See "*Working on your art while sitting*" below).
- c. At least one sitter should be in the show area or point of sale area at all times to monitor the actions of the visitors.
- d. If a sitter needs the restroom facility, take the key on the chain from the Sales Form Drawer. Unlock the restroom door. You may want to lock the restroom door from the inside while using the facilities. Make sure to re-lock the restroom door and return the key to the Sales Form Drawer. This is **NOT** a public restroom. Direct guests to the Armory restrooms.

**WORKING ON YOUR ART WHILE SITTING:**

Please do NOT work behind the Point of Sale area. This is space reserved for wrapping and handling purchases and gallery business. You may put a small table or easel from the Multi-Purpose room in front of the windows. Please cover the floor area around you with a drop cloth. Keep the cloth within the confines of your work area so it is not a hazard or an impediment to our guests. Working in this area will give visitors an opportunity to watch an artist at work and give you more freedom of movement. Please remember though that your first obligation is to assist guests to the gallery.

**NOTE FOR ELECTRONIC TABLET:**

The electronic tablet is for processing credit card sales *ONLY*. Please do not use it for internet access or anything other than credit card processing.

**SALES:**

- a. Sales tickets are in the Sales Form Drawer. The *last (goldenrod) copy* goes to the customer. All other copies go in the Sales Form Drawer when the transaction is completed.
- b. Complete a Sales Ticket for all sales.
  - 1. Sales tickets **MUST** contain **ALL** of the information:  
 Date, Customer Name, Address, Zip Code, Email, Phone number  
 Payment method (**cash, check, charge**)  
 Quantity, Artists' Name, Inventory Number, Description, Amount, Tax and Total.  
 Cash goes in drawer.
  - 2. Run Credit Cards through using the Square (Instructions at the Gallery.) If the Square is not functioning, see instruction in the Square pamphlet and/or see below for manual credit card information.
  - 3. If payment is by check, complete sales form and add Driver's License Number and customer phone number to the front of the check. Stamp the back of the check "Deposit Only".
- c. **Please Note:** Use the following credit card form **ONLY** if the card machine (square) is not functioning or where authorized by the Treasurer for sales off site from the gallery. Credit Card Slips **MUST** be filled out as follows. Major problems come up because this procedure is not followed and payment cannot be received.  
**DO NOT DEVIATE FROM THIS FORMAT!**

<b>#1 CREDIT CARD NUMBER</b> 0000 1111 2222 3333				<b>3 DIGIT CODE FROM BACK OF CARD</b> 123	
<b>#2 EXPIRATION DATE</b> 07/14		<b>#4 QTY.</b>		<b>#6 PRICE</b> \$10.00	
<b>#3 NAME</b> John Jones <b>ADDRESS</b> 123 Same Street <b>CITY, STATE, ZIP CODE</b> Bel Air, MD <b>21014</b>		<b>#5 DESCRIPTION INCLUDE ARTIST'S NAME</b>			
		<b>#8 DATE</b> 1/7/13			
<b>#10 SIGNATURE</b> Sally Smith		<b>#9 SALESPERSON'S Initials</b>		<b>#7 TAX TOTAL</b> <u>.60</u> \$10.60	

**The customer MUST sign!** A signature may be needed to resolve issues. *Customer gets credit card slip carbon. Put original, stapled to receipt, and remaining copies in the cash box.* HAA may need the original signature if issues arise.

- d. Record sales in inventory books at front desk. Books are designated 2-D or 3-D.
- e. Enter the date sold and enter your initials in gray area,
- f. Call the artist to let them know which piece was sold. They may bring in another piece to replace it for the duration of the exhibit. There is no additional gallery fee for the replacement. Use the Membership Roster for contact information.

### **CLOSING THE GALLERY:**

1. Call the next sitter to remind them that they are sitting.
2. Complete the Cash on Hand form and put the dollar bills and sales tickets in the safe. Close the safe door and turn the handle to lock. Make *sure* the safe is locked.
3. Make sure the rest room key is in the Sales Form Drawer.
4. Make sure to return the **Red Parking Placards** from your vehicle to the Sales Form Drawer.
5. Replace your Name Tag in the box alphabetically.
6. Make sure "Open" sign is off.
7. Turn off the lights (one switch only behind POS). The one light will stay on.
8. Lock the door (double check that both doors are locked) and put the door key into the key box behind the plastic tab. Make sure that the plastic tab is snapped into position (closed). Test to make sure box is locked tight.
9. Make sure to NOT touch the key pad when closing the heavy silver metal cover. Close the lock by pushing the key pad against the back of the box and turn the black bar counter clockwise and then close the black weather cover.
10. Put the magnetic bar next to the key box.

***Thank you for volunteering your time to promote Harford Artists' Gallery!***

## FOR YOUR INFORMATION

Reproductions of historical art (i.e., works from the Old Masters) are acceptable in the gallery as long as the following criteria are met:

- a. The original artist has been deceased for 70 years.
- b. The reproduction must carry an attribution, that is, the original title of the work and the name of the original artist.
- c. If the work was painted on site at a museum, it must also carry an attribution for the museum. For example, the Louvre in Paris generally allows its' paintings to be reproduced as long as the reproductions carry the following attribution: "Musee du Louvre," the title of the work, and the name of the artist.

*Example #1* (painted on site): Musee du Louvre, Mona Lisa, Da Vinci

*Example #2* Girl with Pearl Earring, Vermeer

## HAA POLICY FOR ABANDONED ART WORK

THE HARFORD ARTISTS' ASSOCIATION, INC.

The Armory Marketplace  
37 N. Main Street, Suite 104  
Bel Air, MD 21014  
410.420.9499

Any art work left at the Gallery or any other HAA-related exhibit 15 days after the designated pick up date will be automatically subject to the following process:

1. **Fifteen days** past the designated pickup date, at least three attempts will be made to contact the artist.  
A log of unclaimed art will be maintained and each attempt to contact the artist will be documented.  
Within the constraints set here, the artist may pick up their work and ***must sign the art work out on the log and note in the inventory book.***
2. After **two attempts** to contact the artist via email, phone call or postal mail, HAA will send a certified letter to the last known address of the artist.
3. **Sixty days** after the initial attempted contact, but not less than 15 days after delivery of a certified letter, the artwork will be considered abandoned and become property of the HAA.
4. HAA reserves the right to dispose of the work in any way deemed appropriate (i.e., auction, donate, sell).
5. Responsibility to follow through and implement the HAA abandoned artwork policy will be part of the Gallery Coordinator duties. If a Gallery Coordinator is not in position, the Board will seek a volunteer to handle abandoned work.
6. Extenuating circumstances regarding the pickup of artwork will be given special consideration and will be at the discretion of the Gallery Coordinator and/or the Executive Board.
7. By signing either the Entry/Inventory Sheet at regular gallery exhibits or the prospectus for all other exhibits the artist agrees to the terms of this policy.

## SHOWS OUTSIDE OF THE GALLERY

Some of these shows are associated with either an entry fee or panel rental fee. A prospectus for each exhibit will be prepared and will contain all pertinent information when applicable.

- a. These exhibits are of varied duration.
- b. The coordinator makes arrangements with host personnel.
  1. Delivery day and time
  2. Hanging requirements
  3. Pickup day and time
- c. *Note:* See Gallery Guidelines and Procedures for clarification of work that is not acceptable.

## ROTATING EXHIBITS

You must complete the sign in/sign out forms *AND SIGN THE WAIVER* for each exhibit. Rotating Exhibits are places to display 2D artwork in local businesses and/or offices. Please keep in mind we are guests at the Rotating Exhibit venues. These are places of business and we must be respectful of the management's request concerning drop-off and pick-up times as well as mindful of clients that may be in the facility at the time we are conducting a changeover. As always, please be professional, patient and courteous.

If you are unable to be present for the exchange or unable to arrange for someone else to drop-off work on your behalf, you will need to wait until the next changeover to participate. If you have work on display and circumstances beyond your control prevent you from picking it up at the scheduled date, then please contact the exhibit coordinator. However, this should be the exception and not the rule.

You are responsible for following the instructions of the coordinator for proper delivery and pick up of your work.

- a. **The Coordinator, *not the host***, will notify you if your work is sold.
- b. At present, none of the Rotating Exhibits allow 3-D work or pottery due to the lack of a location to display such work securely; however, if such an opportunity arises an announcement will be made.
- c. Contact the coordinator if you are interested in exhibiting.

Other shows outside the Gallery Shows, e.g., Festival of the Arts, etc., will be announced in advance and details will be provided.

There is no fee or sitting requirements to exhibit in shows outside the Gallery. HAA will receive a 20% commission and collect 6% Maryland State Tax on all sales.

## WHY IS ARTWORK SO EXPENSIVE?

*Most people are not aware of the costs associated with producing and selling artwork.*

Let's look at what a small 8"x10" painting *costs the artist to sell*. That's right, it **costs** an artist to sell his/her work! Here is a breakdown: Let's start with an 8"x10" painting priced at \$75. A decent frame (the type that holds a canvas) on sale at a discount art warehouse or at Michaels with a half off coupon might be obtained for about \$20.

Art shows and other organizations that display art charge a fee for the privilege of submitting one's art to display. Around here, this fee ranges anywhere from \$15 to \$35 (with no guarantee your work will be accepted and no refunds if rejected). So let's take the mid-range of \$25.

And of course there is the commission the sponsoring organization always takes if your art is sold. This usually ranges from 10 to 30%. We'll split the difference and go with 20% of the sale price.

And wait, there are a few more things - canvas, paint, medium, varnish, framing supplies - they don't give that stuff away. A low-end, archival 8"x10" canvas can be found by a good bargain-basement hunting artist for around \$4. Toss in say, another \$4 for paint, medium, varnish, supplies to hold a canvas in the frame (not included when buying art frames) - so we'll estimate about \$8 in art supplies.

That leaves our artist with a profit of \$7 - and we haven't even considered their time, talent, the cost of postage, photos, or gas running their artwork all over the place.

### *Typical costs to sell an 8"x10" painting*

Artist's asking price	\$75.00
Super discounted frame	<u>-20.00</u>
Subtotal	55.00
Entry fee	<u>-25.00</u>
Subtotal	30.00
Gallery commission	<u>-15.00</u>
Subtotal	15.00
Artist's supplies	<u>-8.00</u>
<b>Profit to Artist</b>	<b>\$7.00</b>

### *Typical costs to sell a 16"x20" painting\**

Artist's asking price	\$200.00
Super discounted frame	<u>-60.00</u>
Subtotal	140.00
Entry fee	<u>-25.00</u>
Subtotal	115.00
Gallery commission	<u>-40.00</u>
Subtotal	75.00
Artist's supplies	<u>-10.00</u>
<b>Profit to Artist</b>	<b>\$65.00</b>

*\*Keep in mind - bigger painting, more expensive canvas, frame and materials.*

## COMMITTEES

If you are looking for opportunities to volunteer, the following Standing Committees have been established per the HAA by-laws:

- Facilities and Equipment
- Gallery
- Historian
- Marketing
- Membership
- Newsletter
- Programs and Workshops
- Publicity and Public Relations
- Website

The chairperson of these committees shall be voting members of the Executive Board and shall serve for one year.

Special committees and/or sub-committees of standing committees, for example Reception and Exhibit Sub Committees, may be formed as deemed necessary. Chairpersons of Special and Sub-Committees shall not be voting members of the Executive Board, but shall be invited to attend Board meetings for informational purposes during the period of the activity of their committee functions.

If you would like specific information regarding a committee's function or member responsibility please contact the HAA president. Written guidelines are available that detail the purpose of each committee, the role of the chairperson as well as the committee members, and budgetary worksheets. There is no need to feel uncertain as to what is expected if you volunteer for a committee.

In general, committee chairpersons are responsible for preparing an agenda for their committee's meetings and reporting committee activity to the Executive Board. Each committee must submit budgetary requirements for meeting their goals to the Board so that an overall budget for the HAA can be constructed and presented for approval.

**\*\*PLEASE NOTE: Event and Committee Chairpersons and Members  
DO NOT HAVE THE AUTHORITY TO OBLIGATE  
THE HARFORD ARTISTS' ASSOCIATION.**

***For Example: Applying for a grant obligates HAA to match Funds.  
MONETARY EXPENDITURES MUST BE AUTHORIZED by the Executive Board.***

**If you are working on a project with authorized funds, you MUST KEEP ALL RECEIPTS and a record of expenditures. When submitting for reimbursement, attach receipts to the form and give to the Treasurer. All persons working on the project must inform the Chairman of expenditures for accurate record keeping.**

## BY LAWS

The Harford Artists' Association By-Laws may be accessed on the HAA Website at:  
<http://artinharford.org/PDFs/ByLawsRevised-Nov2015>.

# GALLERY EXHIBIT ENTRY FORM AND PROCEDURES FOR 2-D ART

- ✓ Bring completed entry form, information cards, fee and art work to change-out  
*Choose dates to sit if not pre-scheduled using Sign Up Genius.*
- ✓ Hanging wire must be attached to picture frame per Handbook Instructions
- ✓ Attach string to hanging wire with information card attached to other end of string.  
Information card should drape over top of picture to be read from the front.

**PRINT**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Title _____ Medium _____	
Outside Frame Size _____ Price _____	<input type="checkbox"/> Check here if prints ( <i>giclees</i> ) are available
<input type="checkbox"/> Pay-As-You-Go Fee \$ _____	<input type="checkbox"/> Yearly Fee Paid ( <i>check if applicable</i> )
<i>Office use only:</i>	
Sold Date: _____ Initials: _____	Picked Up Date: _____ Initials: _____

Title _____ Medium _____	
Outside Frame Size _____ Price _____	<input type="checkbox"/> Check here if prints ( <i>giclees</i> ) are available
<input type="checkbox"/> Pay-As-You-Go Fee \$ _____	<input type="checkbox"/> Yearly Fee Paid ( <i>check if applicable</i> )
<i>Office use only:</i>	
Sold Date: _____ Initials: _____	Picked Up Date: _____ Initials: _____

Title _____ Medium _____	
Outside Frame Size _____ Price _____	<input type="checkbox"/> Check here if prints ( <i>giclees</i> ) are available
<input type="checkbox"/> Pay-As-You-Go Fee \$ _____	<input type="checkbox"/> Yearly Fee Paid ( <i>check if applicable</i> )
<i>Office use only:</i>	
Sold Date: _____ Initials: _____	Picked Up Date: _____ Initials: _____

**Every effort will be made in the safe handling of art work. However, HAA and its representatives will not be held responsible for any loss or damage to accepted artwork or submitted images. HAA reserves the right to photograph any entry for publicity purposes. Submitting to this exhibit implies agreement on the part of the artist to all listed conditions, including the HAA Policy for Abandoned Art.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**A complete entry form and prospectus will be emailed/mailed to you prior to each new exhibit at the gallery. Please follow the directions on the form.**

*Please note: Unless your art work is sold, for security and insurance reasons, you may **NOT** remove your work from an exhibit except on change-out day. If there are extenuating circumstances that require you remove your work, please contact the Gallery Committee Coordinator.*

**See information cards on next page.**



# GALLERY EXHIBIT INFORMATION CARDS FOR 2-D ART

- ✓ Bring completed entry form, information cards, fee and art work to change-out  
*Choose dates to sit if not pre-scheduled using Sign Up Genius.*
- ✓ Hanging wire must be attached to picture frame per Handbook Instructions
- ✓ Attach string to hanging wire with information card attached to other end of string.  
Information card should drape over top of picture to be read from the front.
  
- ✓ Complete and cut out **two** information cards **for each piece of art work** submitted.
- ✓ Attach one card to your work and turn in the second card at check in.  
The second card will be used to type the permanent exhibit card.

Name: _____ Title _____ Medium _____ Price: _____ <input type="checkbox"/> Check here if prints ( <i>giclees</i> ) are available	Name: _____ Title _____ Medium _____ Price: _____ <input type="checkbox"/> Check here if prints ( <i>giclees</i> ) are available
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Name: _____ Title _____ Medium _____ Price: _____ <input type="checkbox"/> Check here if prints ( <i>giclees</i> ) are available	Name: _____ Title _____ Medium _____ Price: _____ <input type="checkbox"/> Check here if prints ( <i>giclees</i> ) are available
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Name: _____ Title _____ Medium _____ Price: _____ <input type="checkbox"/> Check here if prints ( <i>giclees</i> ) are available	Name: _____ Title _____ Medium _____ Price: _____ <input type="checkbox"/> Check here if prints ( <i>giclees</i> ) are available
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