



## *Art Intake Policy for the Acheson and Desmond Galleries*

- All art is to be dropped off at the Point of Sale station located in the Acheson North Gallery at the Studio, 1219 Military Street, downtown Port Huron.
- Artwork will be inventoried by the artist on the Studio's standard Art Intake Sheet and set aside to be juried later by the Gallery Committee. All work should be properly marked with the artist's name, title, and a simple letter or number code to help the Studio to identify the work, (For Example: John Doe, Red Freighter RF1; John Doe, Red Freighter RF2; John Doe, Red Freighter RF3, etc.)
- All two-dimensional work must be ready to hang. This means that paintings are wired (please avoid sawtooth or other similar hanging apparatus). The wire should be taut, and not exposed above the top edge when it has been hung.
- Paintings must be framed or be on 1.5" deep gallery-wrap style canvases with sides painted to accent work. Staples must be on the back, not on the sides or visible.
- Jewelry artists and potters, please refer to guidelines on the website specific to your genre.
- All new artwork can be dropped off any time during the month, during regular Studio hours.
- The Gallery Committee will install and rearrange artwork on the first Monday of each month.
- Artwork will also be hung periodically through the month to replace sold art.
- Artwork will be juried as it is hung. If you have questions concerning this process, please address them to the Executive Director.
- Artwork may remain in the gallery up to three months. However, the Executive Director may keep pieces longer at his discretion. (This is sometimes done for the aesthetics and overall ambiance of the gallery spaces.)
- With the exception of Special Exhibits in the Chase and Van Gogh Galleries, and the two-month installations in the Acheson South Gallery, Artists may remove their pieces at any time upon making a request to the Executive Director.
- The Gallery Committee will notify an artist when artwork is ready to be picked up.
- Artwork to be retrieved will be stored safely in the locked Outtake Room. A staff member will unlock the room for access. Artists must sign out their art on provided forms.
- Artwork not retrieved within 90 days of notification will be considered donated and will become property of the Studio.