

# Guild Hall

Dear Guild Hall Artist Members:

Guild Hall is pleased to announce the **85<sup>th</sup> Artist Members Exhibition**, which will take place in our newly renovated galleries in fall of 2024. Within this letter you will find detailed instructions for participation.

Independent juror Storm Ascher will select Honorable Mentions and a Top Honors winner who will be awarded a future exhibition at Guild Hall. Ascher is an independent curator, writer, and founder of Superposition Gallery and The Hamptons Black Arts Council.

Our online platform offers visitors the chance to purchase and view your artwork, so please provide a digital image of your work at the time of registration.

Please note important dates below, and **make sure you are available for all dates prior to registering.**

- August 30, 2024      Registration Opens Online
- October 7, 2024      Registration Closes
- November 1 & 2, 2024      Artwork Drop-Off between 10am and 4pm
- November 16, 2024      Artist Members Exhibition Opening
- November 17, 2024      Artist Members Exhibition Opens to the Public
- January 5, 2025      Artist Members Exhibition Closing Day
- January 9-11, 2025      Artwork Pick-Up between 10am and 4pm

We look forward to receiving your submission. Thank you for being a Guild Hall member and an important part of our creative community.

Sincerely,

Philippa Content  
Museum Registrar & Exhibitions Coordinator

## GUILD HALL ARTIST MEMBER EXHIBITION RULES AND GUIDELINES

**Entry** Artist must be a current Guild Hall Member through January of 2025 and 18 years of age or older.

Membership status inquiries may be directed to [membership@guildhall.org](mailto:membership@guildhall.org).

**Number of Works** One work per artist, having been completed within the last five years, and not previously shown at Guild Hall.  
**Must include photo of artwork.**

**Deadline: October 7**

**Online Registration Copy Link:**

<https://host.nxt.blackbaud.com/registration-form/?formId=b569037e-dccf-40b4-9e68-bcd24d9e28fc&envId=p-OkcALC5tckqtc0SC0sWGCg&zone=usa>

**Registration Fee** \$50 Entry Fee is due at registration. This is in addition to your membership dues.

**Artwork Image** Please provide a high-resolution image of your work 300dpi and approximately 1000 x 1000px, to be used for the exhibition website. Work must be photographed in front of a white background or cropped close.  
**Email the image to: [AME@guildhall.org](mailto:AME@guildhall.org)**  
Image must be received by October 7 in order to be included on the website.

**Changes to Registration** Any changes made to a completed registration before November 1, 2024 will incur a \$30 fee.

**No changes will be accepted after November 1. Registration will not be accepted at drop-off. There are no exceptions to these deadlines.**

**Media** Only original artwork will be accepted.

**Size** No larger than exactly 24 x 24 inches including frame.

**Size limitations are strictly enforced.** Your work will be measured at check-in.

**Wall-mounted sculpture: 24" H x 24" W x 5"D MAX**

**Sculpture in the Round: 30" H x 20" DIAMETER MAX**

Sculpture must not exceed 20" in any direction other than height.

**Video Monitor: No larger than 24"H x 24"W**

Artwork must be ready to hang and indicated with top-direction arrows.

No wet paintings or work requiring special installation or handling will be accepted.

Guild Hall reserves the right to refuse any work that does not conform to these specifications. By signing the registration card, you are agreeing to these terms.

### **Sculpture Pedestal**

White wooden pedestals will be provided for all sculptures by Guild Hall. Sculptures may be added to a group pedestal at the discretion of museum staff.

**Video** Artist must bring a video monitor that has an integrated playback system. Must bring monitor hardware for hanging. Monitor must be no larger than 24" x 24". Max video time of 15 minutes. Video must be looped. If there is sound, headphones must be provided.

### **Price and Commission**

Artist receives 50% of sale price and Guild Hall retains 50%

commission. You must indicate selling price of work or NFS (Not For Sale) on the registration card. 50% commission will be taken from the price indicated on your registration card. Price on request (POR) is not permitted. **No exceptions.**

If work is framed, the price must include the frame.

Please note: Work priced between \$250-\$1200 finds the most success at this exhibition. 91% of sold works in 2023 were priced at less than \$1,000.

No price changes will be permitted after submission.

**Labels** Once you complete your registration online, artwork identification labels will be emailed to you.

Affix identification labels to your work before you deliver to Guild Hall. On the front, carefully and lightly attach one identification label (to allow safe removal) to the front and one firmly to the back.

### **Transport**

All registered work must be brought to, and picked up from, Guild Hall exclusively during Drop-Off and Pick-Up dates. You may **NOT** substitute another piece for the registered work. Deliveries from UPS, FedEx, or the Post Office will not be accepted.

### **Drop-Off**

Artwork must be dropped off on **November 1 or 2**, between **10am-4pm**.

Artwork will not be accepted before or after these dates.

Artwork must be unpacked. Packing material will not be accepted or held by Guild Hall.

**Pick-Up** Artwork must be picked up on **January 9,10 or 11, 2025** between **10am-4pm**. Guild Hall is unable to store or hold any work for any time and will not be responsible for any loss or damage after **January 11, 2025**.

**\$30 will be charged for EACH day work is not picked up.**

**Awards** Honorable mentions are selected by an independent juror and will be revealed at the opening reception. The Top Honors winner will receive a future exhibition in the Spiga Gallery at Guild Hall, according to the museum schedule. Please be sure to provide a current phone number on the registration card. Past 'Top Honors' winners will not be eligible to win again for 10 years.

### **Insurance**

Your signature upon delivery and again at pick-up releases Guild Hall from responsibility from losses. You may choose to retain your own insurance.

### **Questions**

For questions about the exhibition or rules/regulations, please contact:

Philippa Content, Museum Registrar & Exhibitions Coordinator,  
[pcontent@guildhall.org](mailto:pcontent@guildhall.org)

For questions about your membership, please contact:  
[membership@guildhall.org](mailto:membership@guildhall.org).