

32 CARLISLE STREET  
HANOVER, PA 17331



PHONE:  
717-632-2521

FINE ARTS AND CRAFTS BY THE MEMBERS OF  
THE HANOVER AREA ARTS GUILD

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## Hanover Area Arts Guild's Personal Show Information and Agreement

The Hanover Area Arts Guild is pleased that you have scheduled a show at the Guild's "The Gallery." We want to inform you of both your and the Guild's responsibilities regarding your upcoming show. Any new member will be asked to bring in samples of their work three (3) months prior to the show. Only original art will be accepted. No copies or artwork from photos taken by someone other than artist. No more than two (2) pieces may be labeled Not For Sale.

**Gallery Display Area/Hanging and Removal.** Gallery space allotted for your show must fill the entire left wall of the East Gallery as you enter, including the six (6) foot section of the rear wall adjoining the left side wall.

Your show must be hung Monday morning, \_\_\_\_\_, and taken down between 3 and 5 p.m. on Saturday, \_\_\_\_\_. All work **MUST** be hung and taken down on the assigned dates **ONLY**.

**Labeling and Inventorying.** You are responsible for labeling all your work on Gallery cards which will be provided by the Guild for that purpose. You are also responsible for entering all your work in the proper inventory book.

**Opening Reception and Refreshments.** You are responsible for an opening reception, most of which are held from 2 P.M. to 4 P.M. on the first Sunday after the show begins. The Guild can provide a table for your refreshments and a punch bowl. Also, you are welcome to use the Guild's refrigerator if necessary. A Gallery staff person will handle all sales for you during the reception.

**Invitations/Announcements.** Artists are encouraged to have invitations/ announcements printed and/or sent. You are welcome to use all or part of the Guild's customer list if you so choose.

**Publicity.** It is your responsibility to provide a biographical sketch and information regarding your work two (2) months prior to your show in order for the Guild to prepare the press releases. We will need photos of you (2-3) and of your work (4-6), including title, medium and a brief description with each photo. (Photos cannot be returned.) Failure to complete the enclosed publicity information sheet and return it to the Art Guild two (2) months prior to opening will result in the show's cancellation.

**Any questions please call the Gallery at (717) 632-2521.**