

**Helen Arts & Heritage Center**  
**Serving the Arts and Artists – Preserving our Heritage**  
25 Chattahoochee Strasse, PO Box 390, Helen, GA 30545  
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Website – [helenarts.org](http://helenarts.org)

## 2021 Member Artist Guidelines

Welcome to the Gallery of Helen Arts & Heritage Center. Please read the following guidelines very carefully.

- 1) New artists wishing to submit art for an exhibit or place items for sale in the gallery should be in compliance with the following requirements:
  - A. Submit a membership application along with the appropriate annual membership fee.
  - B. Submit 3 pieces per medium of choice for jurying and the \$10.00 Jury for a single medium.
  - C. Submit a signed Member Artist Agreement and completed Artist BIO.
- 2) Representatives of the Gallery Committee will accept work from new artist members for review on the Friday before each new exhibit's intake dates. Artists should leave their pieces along with a completed jury form(s) and the \$10 jury fee for each single medium to be juried. Membership paperwork must be completed at this time as well. A representative will notify the prospective artist of the panel's decision.
- 3) The following guidelines will be used in displaying all artwork:
  - All wall pieces must be properly framed and prepared for hanging with eyehooks and picture wire of adequate strength. No saw tooth hangers will be allowed.
  - Stands, mats and/or bases, labeled with your name, are encouraged for 3-dimensional artwork such as pottery and glass
  - Prints will be displayed only in browse bins. No unframed prints will be hung.
  - Jewelry must either be grouped on hanging cards or on the appropriate display stands.
  - Framed computer generated and digital artwork to include photography will be displayed in the gallery at the discretion of the gallery committee. It will be displayed at its own designated area.
- 4) All artwork shall be arranged for exhibit by the Gallery Committee. This includes refreshing current artwork on display, adding or removing pieces when necessary due to sales, space availability, etc; therefore, there is no set limit on the number of pieces that an artist can have on display/for sale at any given time. Artists are asked to leave their work for the duration of the exhibit, however special arrangements can be made if circumstances require.

5) Exhibit Open House & Meet the Artist Event dates for 2021 are as follows:

**“When the Daffodils Bloom”**

Intake – Sunday, 3/14/2021 from 1:00 – 4:00 pm **OR** Monday, 3/15/2021 from 12:00 – 4:00 pm  
Open House & Meet the Artist Event – Sunday, 3/21/2021 from 2:00 – 4:00 pm  
Exhibit on display through Saturday, 6/5/2021

**“June Bugs & July Flies”**

Intake – Sunday, 6/6/2021 from 1:00 – 4:00 pm **OR** Monday, 6/7/2021 from 12:00 – 4:00 pm  
Open House & Meet the Artist Event – Sunday, 6/13/2021 from 2:00 – 4:00 pm  
Exhibit on display through Saturday, 8/7/2021

**“It’s Fall Y’all”**

Intake – Sunday, 8/8/2021 from 1:00 – 4:00 pm **OR** Monday, 8/9/2021 from 12:00 – 4:00 pm  
Open House & Meet the Artist Event – Sunday, 8/15/2021 from 2:00 – 4:00 pm  
Exhibit on display through Saturday, 10/2/2021

**“Roll Out the Barrels”**

Intake – Sunday, 10/3/2021 from 1:00 – 4:00 pm **OR** Monday, 10/4/2021 from 12:00 – 4:00 pm  
Open House & Meet the Artist Event – Sunday, 10/10/2021 from 2:00 – 4:00 pm  
Exhibit on display through Saturday, 1/8/2022

Additional intake dates are available by appointment.

All intake dates and exhibit information are available on our website at [www.helenarts.org](http://www.helenarts.org)

- 6) All work must be properly tagged with an HAHC provided identity card. Paintings should have two identity cards (one on the back and one in front for customer viewing.) Small labels may be used for pottery and other smaller items. Each artist will create an ID code which is unique to their artwork. ID codes should reflect the name of the artist in the form of either two letter initials OR three letter initials
- 7) Each Artist may have one item listed as “Not For Sale” (NFS) for every three items listed “For Sale”
- 8) Each Artist submitting art for an exhibit or for sale is responsible for uploading and maintaining their inventory in the Square Point of Sale system provided by HAHC. In the event you cannot locate a piece and cannot determine if it has been sold, please notify the desk volunteer immediately so that we can attempt to locate it for you. Also, if an item sells and it’s not properly entered correctly in the Square, the artist commission will be reduced by 5%.
- 9) During each exhibit intake, it is recommended that Artists reconcile their inventory and remove items that are not submitted for the next exhibit or need to be updated. Please do not delete pieces that have sold until AFTER you have been paid. All Artists are encouraged to keep their displayed artwork up-to-date and to replace any items that sell during an exhibit. If a piece of artwork has been in the gallery for a year, it **MUST** be replaced with newer art. The Gallery Committee will notify the Artist if this is the case and reserves the right to remove art if the Artist does not respond. Subsequently it becomes the property of HAHC; no exceptions.

10) The current commission rate for artists selling their pieces is 60% for the artist and 40% to HAHC. Artists who volunteer four or more hours per month at the Center earn a higher commission rate of 75%. Please contact Flynn Gentry-Taylor at [flynntaylor1@gmail.com](mailto:flynntaylor1@gmail.com) if you are interested in volunteering at the front desk or in other volunteer capacities.

### **2021 Gallery Committee:**

**Chairperson: Pat Noell**

**Committee Members:**

Paula Ash, Jewelry

Jaymi Hampton, Gift Shop

Susan Holmes, Pottery

Nancy Ackerman, Glass

Flynn Gentry-Taylor, Volunteer Coordinator

Dennis Trubey, Paintings & Volunteer Training

Missy Whitlock, Pottery

Carl Hatcher, Paintings

Linda Carter, Exhibit upkeep/refresh when items sell; sales person for special events

Revised 02/04/2021