

## Community Exhibit Procedures for PCAFA Members

### General Instructions

- It is recommended that the artist taking down works contact the artist putting up new works, or visa versa, to arrange for a time/date to switch out the art.
- Artists decide between themselves how the room/walls are divided.
- Artists are responsible to bring their own hanging supplies.
- Artists are responsible to put up small cards beside each piece of art with the title of the piece, name of the artist, and the price.
- Artists **must** provide the business owners with a list of all art pieces exhibited, together with the prices.

	<b>Hanging Requirements</b>	<b>Schedule for Hanging</b>	<b>Sales &amp; Percentage</b>	<b>Other</b>
<b>Hubbards Cove Coffee</b>	Artists may use nails and hooks or Command hooks, so long that wall damage is minimal.	Art exhibitions must be taken down and installed on the Tuesday that is closest to the first of the month between the hours of 7am and 10 am.	Sale is handled on site by employees and artist is reimbursed at the end of the month.  15% sales to owners.	Nothing can be left on the tables, but window ledges are fine.
<b>Community Enterprise Centre</b>	Paintings and art title cards must be attached to the wooden rails, only. Nothing is to be hung on the walls. Small nails or picture hangers required.		If a buyer is interested, the office assistant will direct them to the artist to make a transaction directly.  No percentage taken.	Nothing can be left on the tables or on the tourist information rack near the front door. Artists must sign a <b>waiver form</b> provided by the CEC.
<b>Credit Union Atlantic</b>	Small nails or picture hangers are required.		Sale is handled on site by employees and artist is reimbursed at the end of the month.  No percentage taken.	A table for art works that cannot be hung on the wall is available for display.