

## FAN FAIR MEMBER ARTWORK SUBMISSION DETAILS

**Deadline for registration is Friday, September 30.** Registrations in each medium is limited and is first come first served, and members may only register two works in total.

**Note:** 9"x12" paper is available to purchase at Golden Eagle Art Supplies, 144 North Main Street, East Hampton. Just say "I'm participating in Guild Hall's Fan Fair" and get 15% off! You may use your own paper, but it must be 9"x12", and heavy paper weight is recommended.

### GUIDELINES

#### Works on Canvas:

- Submit no more than 2 works
- Canvas size must be exactly 11"x14", unframed
- Wire or a D-Ring must be attached to the back of the canvas for hanging - works without this will not be accepted
- Works must be priced from \$100 to \$1,000 max, in \$100 increments

#### Works on Paper:

- Submit no more than 2 works
- Must be works on paper
- Size must be exactly 9"x12", unframed/unmatted\*
- Works must be priced from \$100 to \$500 only, in \$100 increments

#### Photographs:

- Submit no more than 2 prints
- Size must be no larger than 9"x12", unframed/unmatted
- Works must be priced from \$100 to \$500 only, in \$100 increments

#### Sculptures:

- Submit photos of no more than two works
- Must be a photograph of the work – not the work itself, no larger than 9"x12", unframed/unmatted
- Provide exact dimensions, materials, and approximate weight
- Sale price is at the discretion of the artist for sculptures, but it is recommended to price to sell

#### Digital:

- Up to two submissions allowed, subject to approval
- Preferred file types:
  - MP4
  - MOV
  - MP3
  - PNG
  - JPEG
  - AVI
  - TIFF
  - WAV

- Preferred video formats:
- ProRes 422 Proxy
- ProRes 422 LT.
- 264.
- Digital works will be shown on a loop, location TBD
- Works must be priced from \$100 to \$500 only, in \$100 increments

### **Performances & Presentations:**

- Participants will select their top three days/times when applying for a 15-minute or half-hour main stage slot on Saturday and Sunday, 10/22 and 10/23 from 10:30AM-4:30PM
- Must describe your performance/presentation and indicate tech/setup requirements
- Guild Hall will provide mics, monitors, and PA's; Instruments must be provided (artist)
- Direct Inject (D.I.) will be available
- When possible, provide a link or file with a recorded example of your work.

### **IMPORTANT NOTES**

- Your work WILL BE measured at check-in—Size requirements will be enforced
- Under NO circumstances will oversized work be accepted
- Unframed canvas works must have either a wire or D-ring on the back for hanging, and will not be accepted otherwise
- Heavier paper is recommended for works on paper as works will be hung clothesline-style
- No wet paintings or work requiring special installation or handling will be accepted
- **GUILD HALL WILL NOT BE RESPONSIBLE FOR LOSS OR DAMAGE OF YOUR WORK**

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.

### **PRICING AND REGULATIONS**

#### **Price and Commission:**

- Guild Hall retains 50% commission on all sales.
- You must indicate selling price of work on the registration card. Please note 50% commission will be taken from the price indicated on your registration card. Price on request (POR) is *not* permitted. You will not be able to change the price after you submit.
- Labels: Each work submitted must be clearly identified for Guild Hall staff to be able to label them when installing for the purpose of selling the work. The name of artist and name of the piece should be legible on the back of submitted works, either written or with a label.
- Insurance: Guild Hall will not insure work or be responsible for loss or damage. Your signature upon delivery and again at pick-up releases Guild Hall from

responsibility from losses. You may retain your own insurance, but it is not required.

## **DROP-OFF & PICK UP**

All registered work must be brought to LTV during the appropriate Drop-Off period. You may NOT substitute another piece for the registered work. You must arrange to deliver your work to and pick your work up from LTV. Guild Hall cannot accept works delivered from UPS, Fedex, or the Post Office.

**Drop-Off:** Unless other arrangements must be made, works are to be dropped off at LTV (75 Industrial Road, Wainscott) on Wednesday, October 19 and Thursday, October 20 from 10AM to 4PM. Artwork must be unpacked prior to drop off; no packing material will be accepted or held by Guild Hall.

**Pick Up:** Unsold works must be picked-up from LTV on Sunday, October 23 from 5PM to 6PM or Monday, October 24 from 10AM to 4PM.

## **PAYMENT**

Payments to artist for 50% of sold works will be made either in-person at the closing of Fan Fair on Sunday, October 23 or within 90 business days by mail. **Artists must submit a completed W9 form to be compensated. W9's should be emailed to [ddickinson@guildhall.org](mailto:ddickinson@guildhall.org) once registration is complete.**

## **IMPORTANT 2022 DATES:**

SEPTEMBER 30	Registration Deadline
OCTOBER 19 & 20 10AM-4PM	Artwork Drop-Off LTV, 75 Industrial Road, Wainscott
OCTOBER 21 5PM-6:30PM	Private Member's-Only First Look
OCTOBER 22-23 10AM-5PM	Fair Open to the Public at LTV
OCTOBER 23, 5PM-6PM OCTOBER 24, 10AM-4PM	Artwork Pick-Up LTV, 75 Industrial Road, Wainscott

Guild Hall is unable to store or hold any work for any time outside of the outlined schedule, and will not be responsible for any loss or damage.

Please email [ddickinson@guildhall.org](mailto:ddickinson@guildhall.org) if you have artwork submission questions.