

# Fan Fair

## Artist Member Participant Fair

### ARTWORK DROP-OFF

Unless other arrangements are made, artworks are to be dropped off at LTV on **Wednesday, October 19 and Thursday, October 20 from 10AM to 4PM**. Please pull into the LTV parking lot where Guild Hall staff members will greet you. As a reminder if you have not yet filled out a W-9 we will ask you to do so on the day of drop-off.

### ARTWORK PICKUP

Payment and or unsold works will be picked up on **Sunday, October 23 from 5-6PM or Monday, October 24 from 10AM to 4PM**. Please make your way inside LTV, where you will be instructed to either a) receive payment or b) retrieve your work. Please note that due to the large number of participants **you will not be notified by email to retrieve payment or pickup**.

### ARTWORK SUBMISSION 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 (9"x12" paper can be purchased at Golden Eagle - Say it's for Guild Hall's Fan Fair and get 15% off!)
- 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 can be up to 9"x12", unframed/unmatted
- Works must be priced from \$100 to \$500 only, in \$100 increments

Sculptures:

- Submit no more than one work
- Must be a photograph of the work - not the work itself, 9"x12", unframed/unmatted
- Provide dimensions and materials
- Sale price may exceed \$500 for sculptures, but it is recommended to price to sell
- Purchaser must coordinate the pick-up of the work with the artist, and the purchaser is responsible for the transport and handling of the work.

## Digital:

- Up to two submissions allowed, subject to approval
- Preferred file types:  
MP4/MOV/MP3/PNG/JPE/AVI/TIFF/WAV
- Preferred video formats:  
ProRes 422 LT./ H. 264.
- Digital works will be shown on a loop, location TBD
- Works must be priced from \$100 to \$500 only, in \$100 increments

***Deadline for submissions is Friday, September 30, 2022.***

Please complete the Artist Member participant and W-9 form. Email both to DeAnna Dickinson, Museum Registrar and Exhibitions Coordinator: [ddickinson@guildhall.org](mailto:ddickinson@guildhall.org) or mail to the attention of DeAnna Dickinson at Guild Hall, PO Box 5063, East Hampton, NY, 11937.

You will receive an e-mail confirmation of your registration. If you do not receive confirmation via e-mail by Monday October 3<sup>rd</sup>, please call the curatorial department at 631-324-0806 x36. Guild Hall will not insure works, and is not responsible for lost or damaged of works.

## ARTIST & ARTWORK DETAILS

Name	Email
Address	Phone

### Artwork 1

Artist Name:

Title:

Date:

Medium:

Dimensions:

Price:

### Artwork 2

Artist Name:

Title:

Date:

Medium:

Dimensions:

Price: