

Elk County Council on the Arts Sales Gallery Presentation Guidelines

The Elk County Council on the Arts demands high standards and quality for presentation of artwork. This will allow us to properly showcase and increase the overall salability of your artwork. We aim to provide art enthusiasts and collectors with long lasting quality pieces. The guidelines below will help you understand what is expected of each artist when selling in the ECCOTA Gallery.

The Gallery reserves the right to reject any unacceptable piece for any reason. Some *common* reasons are listed below:

The use of saw tooth hangers, spring clips, duct tape, cardboard, string, fishing line, eyebolts without wiring, hooks, easel back frames or dirty/smudged matting, dirt between the artwork and glass, scratched or chipped framing, or sticky residue. All price tags and stickers (if any) must be removed from framing.

REQUIREMENTS

Two Dimensional Artwork:

1. All pieces submitted must be framed and ready to hang. (Except- Gallery Wraps & Metal Prints) Stainless steel picture frame wire (suitable to support weight) should be placed 1/3 from the top on both sides and firmly attached with D-rings or eyelets.
2. Choose quality frames with simple molding, clean lines, and neutral tones. Avoid bright/bold colors in your presentation.
3. We strongly encourage the use of archival materials (neutral-PH) to preserve your work. There are two types of archival papers: acid-free and 100% rag acid-free (highest quality). Alternative materials such as standard paper, duct tape, cardboard etc. will cause gradual yellowing and fading over time resulting in deterioration.
4. Use acid-free, archival-quality museum board or foam board for the backing.
5. All framing must also have a dust free protective backing. This prevents dust particles from getting into your art work. The artwork will still be able to breathe within the frame due to the porous quality of the paper.
6. No gaps between corners of framing. All corners must be flush.
7. Mat size should be suitable to the artwork. Narrow mats reduce the artwork visually and make it appear cheap. Wider mats offer breathing space for the work and make it appear larger.
8. All drawings, paintings, and photographs must be firmly secured to the matting or backing board.
9. Cards, postcards and stationary must be packaged for sale in clear protective sleeves.
10. All digital reproductions must be professionally done and of museum quality using archival materials. Reproductions must be crisp/clear and accurate in color to match the original. Absolutely no blurriness.
11. All Photographs, prints, and reproductions of any kind must be hand signed and include edition numbers.
12. No "easel frames" (frames for tabletop use.)

3D Artwork:

1. All 3D Work must be of pristine quality.
2. Lead-free glazing must be used on all ceramic wares intended for food/beverage use.
3. All ceramic/wood artists should include instructions to care for the piece properly. If it is meant for food/beverage use, please specify whether it is safe for dishwasher, microwave, or oven use. These care instructions will need to be included with the purchase of your work. Care instructions must be standard business card size 3.5" x 2". All other sizes will be rejected.

Jewelry:

1. The piece must be of sound construction with secure clasps.
2. Endings are hidden or incorporated into design.
3. If beaded, there is even knotting, weaving or other joining.
4. If fabricated from metals, the metal is properly finished; rough or sharp edges are smoothed, cleaned, and polished.
5. Use quality materials for the piece – all handmade components are preferred, no chipped or scratched beads or metals, quality stones, uniform beads.
6. Give the piece a unique, creative, one of a kind appeal by combining materials and techniques.

Literature & Music:

All literature must be professionally printed and of high quality. Hard or soft cover is acceptable. Music must be professionally packaged and include a list of tracks. No VHS or cassette tapes.

Other Mediums:

All other mediums must have a clean and appealing presentation. Items must have high quality consistent packaging, if packaging is necessary. For woven and fabric items, there can be no loose threads or snags. Furniture and large items may require prior approval before their delivery due to space constraints.

ADDITIONAL INFORMATION

- Artists are encouraged to supply the gallery with business cards and/or brochures to further promote their artwork. Business cards will be included with purchases of your work. *Business cards must be standard size 3.5" x 2". Other sizes may be rejected.*
- ECCOTA provides jewelry boxes in an assortment of sizes for all purchases, but if you wish to provide your own boxes or packaging, you may. Boxes may be clearly and neatly labeled with your contact information/logo.
- ECCOTA does supply jewelry display cases and stands, however we will accept a custom display stand if your piece requires it but it may not always be used to display your work.
- ECCOTA is here to support and promote your work, if you have any questions or concerns about these requirements please contact Sara, 814-772-7051 or art@eccota.com.
- *The ECCOTA Gallery reserves the right to reject any piece they deem unacceptable for any reason.*

RESOURCES

Local Professional Framers:

Northern Exposure Photography, 926 Wilcox Road, Johnsonburg, PA
www.billwarmbrodtphotography.com
northernexposure1@windstream.net
814-335-0625

Peaceable Kingdom, 24 West Long Avenue, Du Bois, PA
www.peaceablekingdomframing.com
peaceking@comcast.net
800-392-2650

Taylor Glass Specialists, 984 Million Dollar Highway, Saint Marys PA
www.taylorglass.net
888-573-3137

Business Card Suppliers:

www.gotprint.net
www.vistaprint.com
www.modernpostcard.com
www.overnightprints.com

Printing Plus +, Inc., 207 Stackpole Street, Saint Marys PA
www.printingplus.biz
814-834-1000

Pro Printing & Office, 107 Robin Road, Saint Marys, PA
www.proprintingoffice.com
814-834-3006

Professional Printing Services (Serigraphy, Giclée, ...)

www.finerworks.com
www.picturesalon.com

Recommended Products: -Common places these products can be found:

www.dickblick.com www.jerrysartarama.com www.utrechtart.com

Crescent RagMat Mat board (Best): A premium line of mat board with a pure white 100% cotton rag core and backing paper. The colored surface paper is of the finest quality, fade and bleed resistant. It is archival quality, and is recommended for the matting of fine art originals, valuable documents, and limited edition prints and photos. All components of this mat board are buffered, 100% acid-free and lignin-free.

Strathmore Museum Mounting Board: Archival grade matting and mounting board that is made of 100% cotton fibers, solid color all through, acid-free and buffered with calcium carbonate to guarantee longevity.

RagMat Museum Mounting Board: Archival protection for fine works of art. Made of 100% cotton and available in two-ply or four-ply, it is acid-free and lignin-free.

Rising Museum Board: 100% cotton. Rising Museum Boards are acid-free, neutral pH, and buffered with calcium carbonate for added protection, with a color that is solid throughout and will not fade, scuff, or bleed.

Elmer's Cotton Rag Foam board: 100% cotton rag foam board. Contains no lignin, alum, or harsh chemicals to discolor your work.

Lineco Neutral Ph Adhesive: Made of archival polyvinyl acetate (PVA). It should not become brittle with age, and adheres to most porous surfaces.

Lineco's Self Adhesive Linen Hinging Tape: Excellent for hinging window mats and photos. It's a non-yellowing, pressure sensitive adhesive.

Lineco Methyl Cellulose Adhesive: When dissolved in water, methyl cellulose powder produces a liquid adhesive which has neutral pH, is nontoxic, vermin proof, does not decompose, and dries clear.
www.dickblick.com

Yes Stikflat Glue: An acid-free, smooth flowing adhesive, that is permanently flexible. Low odor and easy clean-up.

3M Dustcover Backing (40 lb. kraft paper): Protect artwork from dust and debris while giving your framing projects a professional, finished look. (Contact Gallery Coordinator, Ashley for more information on how to apply this properly.)

Acid-Free Poly-Bags: A perfect storage solution for cards, photographs, and other items. Made from safe, long-wearing, crystal-clear PVC.