

Exhibit Procedures and Policies

Exhibit Procedures

The Curator of Exhibits will present proposals every three months at a staff meeting. The artwork will be viewed and a decision made as to the viability of the proposal.

The Curator of Exhibits will determine a schedule for the exhibit and notify the artist/s of acceptance. An Exhibit Agreement form with the exhibit policies and procedures and the dates of the exhibit will be sent to the artist/s for their signature/s. The form must be returned within 30 days.

The Curator of Exhibits will send a letter to the artist/s whose proposal/s were not accepted along with any slides or images provided in the proposal/s.

The Curator of Collections will send a loan agreement to artist three months prior to exhibit opening.

Requirements of Accepted Artists

Return signed Exhibit Agreement Form to Museum within 30 days.

Read thoroughly and return signed Incoming Loan Form with a listing of artwork to be exhibited six weeks prior to the exhibit, including the following:

- Title
- Media
- Size
- Date
- Insurance Value
- Sale Price

Send (with the loan form) a recent photograph, biography, statement, resume and at least two slides of works that will be included in the exhibit for PR purposes.

The artwork must be delivered to the Museum no later than two weeks before the exhibit opening. The details related to the delivery must be decided by the time the loan agreement is sent to the artist.

The artwork must be ready to exhibit. Paint must be dry and each piece should be identified on the reverse side or bottom. All wall-displayed works of art must be suitably presented and properly framed. A framed work with a secure wire on the back is required. No clip-on or poster frames. No hanging system with raw glass edges is acceptable. It is preferred that framed work be glazed with Plexiglas unless the work is

charcoal, pastels or other medias that could be affected by static electricity. The Curator of Exhibits in advance of mounting the exhibit must approve other presentation options.

If the art does not reflect the quality presented in the submitted images in the proposal, it will not be included in the exhibit. Some artwork may not be included in the exhibit because of space limitations, unacceptable hanging system, poor construction or it endangers the Museum's collection, other artworks, Museum staff or visitors. The Curator of Exhibits has the authority to make these decisions.

The Curator of Exhibit is responsible or in charge of installing all exhibits. Artists who create room environments must work with the Curator of Exhibits on the installation. If an environmental installation is not complicated, there may be times when a simple guideline, diagram or drawing can be provided by the artist for the curator to do the installation. The Curator of Exhibits will ultimately determine who will do the installation.

If for any reason the artist wants to cancel the exhibit, the South Dakota Art Museum must be notified no later than three months prior to the opening date.

Insurance

Wall to wall fine arts insurance is provided by the South Dakota Art Museum for each exhibition.

Publicity

The South Dakota Art Museum will generally provide publicity for the exhibition through posters, postcards, newsletter, newspaper articles and ads. The artist can provide a mailing list, no later than six weeks prior to the exhibit, which will be included with the Museum mailings.

Reception

The South Dakota Art Museum will provide a reception with food and drink for the exhibit. All receptions are usually Friday evenings from 4:30pm to 7pm. This is negotiable with the artist. The artist is encouraged to attend and give a short gallery talk about their show.

Sales

Sales of artist's works are encouraged and a price list will be included in the exhibit. If a piece is not for sale note it on the loan form as NFS. All sales will be handled through the Museum Store directly with the artist and a 30% commission will be charged on all sales.

The Museum Store will pay the artist directly for sales of artwork within 30 days of the close of their exhibition. All artwork must stay in the exhibit until the exhibit ends.

Returning Artwork

The pieces that are not included in the exhibit will be returned to the artist within two weeks after the exhibit opens. This can be negotiated with the artist along with the method of returning the exhibited pieces.

Artwork included in an exhibit will be returned to the artist no more than two weeks after the exhibit closing. Method of return must be determined at least three weeks before the exhibit closes.

The artist must sign and return the loan form, within 10 days, declaring that the artwork was returned in good form. If there is damage to the work the South Dakota Art Museum must be notified immediately.