



Guest Artist Program  
**ALLIANCE ART GALLERY**  
121 N. Main Hannibal, Missouri  
[www.allianceartgallery.com](http://www.allianceartgallery.com)

Thank you for your interest in being a Guest Artist at the Alliance Art Gallery in Hannibal, Missouri. Our mission is to connect people who collect art with people who create art. As such, we offer this program to artists interested in connecting with people in the Hannibal region by exhibiting their work in this respected, member gallery. Here are some frequently asked questions and answers about the Guest Artist Program.

**How long does a Guest Artist Exhibit?**

- The Guest Artist exhibits for approximately one month. Work is generally delivered to the Gallery several days prior to the Second Saturday of the month. Work is taken down during the week prior to the next month's Second Saturday. If an artist is unable to pick up work, we can store the work at a fee of \$50 per month. We do not ship work back to the Guest Artist.

**What type of work is exhibited?**

- The Gallery exhibits visual art of all mediums, both two and three dimensional. We display only "Family Rated" work and reserve the right to deny exhibition space to work depicting nude, sexually explicit, demonic, violent and/or any other themes the members find offensive.
- All work must be original works or reproductions from your original works. Works derived from or using the work of other artists must follow guidelines stated in U.S. copyright law.
- All work exhibited must be for sale.
- All work delivered for exhibition must be ready to hang using picture wire.

**How much space is available to the Guest Artist?**

- Wall space for two dimensional work is approximately 5 foot wide and 9 foot high. Two dimensional work must be prepared for hanging. Space for three dimensional work varies according to the size of the pieces. The Gallery will provide display structures for 3D work.

**Does the Gallery receive a commission on sales?**

- Yes. The Alliance Gallery receives a 30% commission on sales.

**When is payment for sales made to the Guest Artist?**

- Checks for sales are prepared during the first week of the month following the exhibit month. Generally, checks are given to the artist when he/she picks up their work from the gallery. Arrangements can also be made for checks to be mailed to the artist.

**Who pays sales tax on items sold?**

- The Alliance Art Gallery pays sales tax to the Missouri Department of Revenue.

**Is there an opening reception?**

- Yes. The Gallery members host an opening reception for each Guest Artist in conjunction with the monthly Second Saturday Gallery Night. The Gallery members provide food and drink for this reception. It is held from 4:00 until 7:00 pm on the each second Saturday and is generally well attended. Guest Artists are encouraged but not required to give a gallery talk.

**How do I submit my work to be considered as a Guest Artist?**

- If you are interested in being a Guest Artist, you will first arrange for the members to see a small collection of your work that best represents what you would like to exhibit. You should bring this collection of work to the Gallery one or two days prior to the first Wednesday of any month. Members hold a monthly meeting on the first Wednesday and will review your work and vote on acceptance of the work. In situations where distance prohibits you from bringing the work to the Gallery for review, we will consider viewing work online or via images sent by email. However, we do prefer to see the actual work. You will be contacted by a member of the Gallery as to the outcome of the vote.
- When submitting work or images of your work, please include an artist's statement and artist's biographical information.

**What kind of publicity is done for the exhibit and who prepares the publicity?**

- The Alliance Gallery will prepare and disseminate information about Guest Artists exhibits. We send a press release to print and online newspapers, television stations, and radio stations in the region. We enter information to the online area community calendars. We also disseminate information through our Facebook Page and have a monthly email newsletter that goes out to 450 people and through our website.
- If your work is selected to be exhibited at the Gallery, you will be contacted via phone or email by one of our members responsible for publicity. That member will ask you to submit a bio, artist's statement and any other relevant information for the press release. You will also be asked to send images of your work that will be used in press releases and on social media.
- One of our member artists will take photographs of your work in the gallery. These images will be used to promote your exhibit throughout the month on our website and on Facebook.

**Who hangs the exhibit?**

- In most cases, the Guest Artist hangs or installs their work for the exhibit with the assistance of the Gallery Display Chair. The Gallery Display Chair will contact you prior to delivery of your work to discuss the details, including the date you plan to bring your work and the date for picking up your work.
- All two dimensional art should be ready to hang when it arrives at the Gallery: securely framed with eye screws or D-rings holding a hanging wire that is suitable to the size of the piece. The Gallery utilizes a hanging system and will provide the hardware and tools associated with this system.

**Who prepares signage for the exhibit?**

- The Guest Artist is responsible for any signage they wish to place with their work, along with description/price tags. The artist is also asked to prepare an inventory list of work placed at the gallery that includes the title, a brief description of the work, and the price.

**Does the Gallery insure the Guest Artist's work?**

- No. The Alliance Gallery is not responsible for any damage done or loss of the artwork while it is in the Gallery.

**Does the guest artist maintain copyright on works that are sold?**

- Yes. The sale of artwork does not include rights to reproduction. Those rights remain with the artist.

**Does the Guest Artist receive a key to the Gallery during the month of their exhibit?**

- No. The Guest Artists do not receive a key to the Gallery. But they are welcome to visit the gallery anytime during regular hours:  
11- 4:30 Weds. through Monday  
Closed Tuesdays

Thank you again for your interest in being a Guest Artist at the Alliance Art Gallery. If you have any other questions, please feel free to contact Cindy Logan by email [allianceartgallery@gmail.com](mailto:allianceartgallery@gmail.com)

## Guest Artist Program Agreement

### ALLIANCE ART GALLERY

112 N. Main Hannibal, Missouri

[www.allianceartgallery.com](http://www.allianceartgallery.com)

I have read the information sheet regarding the Guest Artist Program at the Alliance Art Gallery in Hannibal, Missouri and agree to the terms for exhibiting at the gallery.

I understand that I will be exhibiting during the month of \_\_\_\_\_.

#### Artist Contact Information

\_\_\_\_\_  
Artist Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
phone and email

\_\_\_\_\_  
website address

\_\_\_\_\_  
Artist Signature

\_\_\_\_\_  
Alliance Art Gallery Member Signature

This form must be completed on or before the month of the exhibit and will be on file during the exhibit.