THE DANCING CRANE GALLERY MANDATORY PROCEDURE FOR GROUP ARTISTS:

Season Schedule: Featured artists will show for one month (unless otherwise specified)
Gallery group shows will hang for two consecutive months per schedule
You will be given scheduled dates and times for receiving and pick up.
Check your email for necessary changes in scheduling.

Artwork:

- Four to six images, O**n a CD ONLY**
- 300 dpi resolution, no more and no less
- Images cropped and sized to min 3"x5" and max 5"x7"
- Supply all of the above **at least two months in advance of your exhibition in the Gallery. At least one image must be part of your exhibition.** *We have a photographer who will shoot your artwork and put it on a CD at a reasonable cost. Image cannot be under glass. Contact us for details.*

Before bringing your work to the Gallery:

- All work to be identified on back: Artist, Title, Media and Price
- Prepare a list of the artwork you are submitting and bring to the Gallery
- Paintings ready to hang with no sharp wires exposed
- Mats, frames, and plexi-glass must be in pristine condition. Please no glass.
- One page artist's statement/bio and one page of high quality images for the Gallery reference book

Contract:

- **GROUP SHOW ARTISTS** will sign the contract at receiving.
- The contract can be downloaded from the website, artist info page.
- **Volunteering is a Contract Requirement for all Artists.** Volunteer Hours are from 6 to 9 PM on First Fridays. First Saturdays and other Gallery events times will be arranged as necessary.

Invitations and e-blasts: the Gallery sends out publicity and announcements, however, you should send your own invitations and announcements to your collectors, group involvements, associations, clubs, and mailing lists. *The Gallery offers design services for these items at a reasonable cost*.

Receptions, First Fridays, Saturdays and Special Events:

- You are expected to be present on First Fridays, when you are part of the monthly group shows, to discuss your art with visitors and to help monitor the rear Galleries and the front door.
- The Gallery provides wine for First Friday receptions. You are welcome to bring refreshments. ***Refreshments should be brought on disposable dishes, nothing sticky or gooey, and should be bite sized snacks and sweets.***

Communication: If you do not have email, provide the Gallery with an email contact who will provide you with the information sent or you can call the Gallery for information.

Pick up: YOUR ARTWORK MUST BE PICKED UP ON THE SCHEDULED DATE AND TIME. Otherwise, there will be a storage fee of $10.00 per item per week (or any part thereof). Items left over 60 days become the property of the Gallery.

Beverly Kershaw - The Dancing Crane Gallery
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Dancing Crane Gallery