

# The Honolulu Country Club Gallery

1690 Ala Puumalu Street, Honolulu, HI 96819

Directors: Priscilla Hall, Jennifer Rothschild

## PROSPECTUS FOR OCTOBER EXHIBITION: OCTOBER 21 to DECEMBER 2, 2018

Theme: **“FACETS OF FALL”**

**OPENING RECEPTION: OCTOBER 28, 2018, 5:00–7:00PM**

Curator: Directors in charge of this show:

Jennifer Rothschild, [onoaloha@hawaii.rr.com](mailto:onoaloha@hawaii.rr.com), (808) 286-5675

Exhibit Address: Honolulu Country Club, 1690 Ala Puumalu St., Honolulu HI 96818

Entry/Receiving: **October 21, 2018. TIME: 8:30 to 9:00 a.m. sharp, in the lobby.** Exhibiting artists are urged to be on time because the show can only be designed after ALL art works are in and accounted for. **Late arrivals may not be able to register.** There may be some downtime between registration and hanging because the “spotter” will need a little time to arrange the layout. The club has a coffee shop so you can have coffee or breakfast during this downtime.

End of Show and Pickup: **DECEMBER 2, 2018 8:00 a.m. to 9:30 a.m.** A new show goes up after yours is taken down, so please be prompt in picking up your art.

Parking: There is ample parking on the premises. To unload art work, artists may park temporarily in the parking spaces close to the entrance of the Club. After unloading, please park your car in the general parking lot.

Entry Fees and other charges:

- **\$35 per artist; 1 to 6 pieces.** We will accept up to 6 pieces. The exact number of pieces you are allowed to exhibit is hard to determine until all the pieces are brought in. Please review the Entry and Eligibility Rules carefully as the entry fee is NOT refundable.
- Artists are required to help with the installation. If you cannot assist, there will be an additional charge of \$10 as a hanging fee.
- Sets are counted as individual pieces, i.e., diptychs are two pieces, etc.

Eligibility and Display Rules:

- Original work only.
- Maximum size 5 feet in height; Maximum weight 20 pounds.
- Work must be properly wired and ready to hang. We suggest that you attach screw eyes or hangers 1/3 down from the top edge of your back side of the frame.
- No tooth hangers. No wet works!
- Original (first print) of digital works will be accepted. No multiple printings please.
- HCC Gallery reserves the right to refuse entry of any work for inappropriate content or presentation.
- No art installation or art work that requires hanging from the ceiling, or requires other special procedures.

Reception:

- Invitations to the opening reception will be by e-mail only. Artists who wish to create hard-copy invitations are welcome to do this at their own expense.
- Refreshments will be catered by HCC for approximately 50 people at no charge to the artist. No outside food is allowed.

Sales:

- **Sales Commission is 20%.**

Liability and other conditions:

- We will handle your work with the best of care. However, the Directors and the Honolulu Country Club assume no responsibility for theft, loss or damage of any kind. Liability insurance is the artist's responsibility.
- The artist agrees to display his or her work for approximately six weeks in the HCC Art Gallery. You may not take down your art work before the expiration period without replacing it with another piece, and only with the approval of the Curator.
- The artist agrees that HCC Gallery may use images of the artist's work to advertise and market the show and/or the artist. The image remains the property of the artist.
- The entry fee is a non-refundable entry fee of \$35, made payable to the Curator.
- In case of a sale, the artist shall pay 20% of the price paid by the buyer of the artist's work to Curator.
- If a buyer gets interested in a work of art shown in the exhibit and waits until after the show has closed to buy it directly from the artist, the artist agrees to give the show curator the 20% commission.
- There are no provisions for storing your art at HCC so please do not forget to pick it up when the show ends.
- The entry fee is paid for the privilege of exhibiting your work for a period of six weeks. It does not cover the labor of hanging your art. Please come prepared to assist with installation.
- If you cannot help with the installation, you must arrange for someone to take your place, or pay the additional \$10 installation fee.
- The Honolulu Country Club reserves all rights to reschedule entry and take-down days if there is a conflict with their scheduled events. We will notify you if this happens.
- All art must remain on exhibit until the show closes unless approved by the Curator. Please refer to the following Refundable Deposit terms.

Refundable Deposit

A refundable deposit of \$50 is required. Prepare a separate check for this amount. It is held and not cashed, returned to you at the end of the show when you pick up your art work at closing/pick-up day. However, the conditions for losing your deposit are as follows:

- Removing your art work before the closing date, without approval, causing the Show Director to rearrange the hanging to cover the gaps.
- Not picking up your art work on take-down day, or forgetting to pick up your art work and causing the Show Director to arrange for the safekeeping of your art.
- 

Your Checklist:

Confirm with the Curator to book your space. Please email your entry request to [onoaloha@hawaii.rr.com](mailto:onoaloha@hawaii.rr.com)>

How many pieces do you plan to submit? Approximate sizes?

Submit your information (Title of each piece, Medium, Price) at least ten days before entry day so that the tags will be ready by entry day. Email this information to the Curator.

Print out and complete the Entry Forms that are included with this prospectus. Please make your own copy. Print your I.D. tags and attach to the back of your work BEFORE arriving at HCC.

Complete and sign all paperwork before arriving at Honolulu Country Club. **YOU MUST SIGN THE LIABILITY WAIVER TO ENTER THIS SHOW.**

Bring a one-page biography with a photo, business cards and other sales aids to be displayed at the front of the gallery. (Optional)  
 Artists are expected to stay and assist in the installation. Please bring a hammer. If you are not able to help hang your work, there will be an additional \$10 hanging fee.

Type or Print Clearly

Curator's Copy

Date \_\_\_\_\_

Name \_\_\_\_\_

Phone No. \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

I am submitting the following pieces:

	Title	Medium	Price	Size	Accepted Yes or No
1					
2					
3					
4					
5					
6					

Item:	Received:
\$35 Entry Fee	
\$10 Additional fee if you prefer not to assist with installation of your work.	
\$50 Refundable Deposit--Make out a separate check that will not be cashed.	

**LIABILITY WAIVER:**

The Honolulu Country Club Gallery and its directors, the Honolulu Country Club, its agents, servants, representatives and employees are not to be held liable in any way for any claim arising from damage to or loss of art works for any reason whatsoever. Artists are advised to insure their own art work. As a condition of exhibiting in this show, artists agree to give the HCC Gallery Directors permission to use artist's name, image, and images of their artwork for publicity and public relations purposes.

I understand and agree to the rules and liability conditions as stated in the prospectus.

Artist's Signature

Artist's Printed Name

Date

These are the tags to identify your work. Fill out and attach to the lower left side on the back of your art. Please do this before arriving at HCC)

<p>The Honolulu Country Club Gallery</p> <p>Artist: _____</p> <p>CellPhone: _____</p> <p>Title: _____</p> <p>Medium: _____ Image Size: _____</p> <p>Price: _____</p>	<p>The Honolulu Country Club Gallery</p> <p>Artist: _____</p> <p>CellPhone: _____</p> <p>Title: _____</p> <p>Medium: _____ Image Size: _____</p> <p>Price: _____</p>
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