

Please contact us by emailing your question to:

[artgallery@grace.org](mailto:artgallery@grace.org)

if you do not find an answer below!

## **GRACE CHAPEL ART GALLERY FREQUENTLY ASKED QUESTIONS**

### **How many pieces can I submit at registration?**

Answer: Up to two entries per artist. One registration form should be filled out for each piece. Forms are available online ([www.grace.org/artgallery](http://www.grace.org/artgallery)) and during registration sessions.

### **Where do I Register?**

Answer: Grace Chapel, 59 Worthen Road, Lexington, MA. Use the parking lot on the far left of the campus and enter via the handicapped visitors' entrance on the lower level, where you will find us waiting in the lower lobby **OR** use the main parking lot and the main entrance. As you enter through the front doors, a 'sandwich board' style Art Gallery Registration/Pick-Up sign in the lobby will point you to the downstairs lobby area where tables and chairs are set up and Volunteers await your arrival! This is the same location to pick-up artwork after each exhibition. Registration and art pick-up dates and times are listed on our Art Gallery webpage: [www.grace.org/artgallery](http://www.grace.org/artgallery).

### **What does 2-D art include?**

Answer: Artwork that is framed, wired, and ready to be hung from our gallery zip-hook system from the piece's wire to its frame. Submissions must not be wired to clips!! When hanging from wire, the top of wire must be more than 1 inch from the top of the back of the frame to accommodate the gallery system's hook without being visible!! Typically, this could include: paintings, collages, pastels, pencil drawings, monoprints, fabric art, photographs, etc., unless the themed exhibit is media specific.

### **Is this a juried exhibit?**

Answer: Yes. We receive an abundance of entries and have only limited space to exhibit. Work will be included at the jurors' discretion.

### **Can someone Register for me if I am unable to attend either of the two Registration dates?**

Answer: Yes! A friend may register your artwork for you. It is best if you, the artist, download the Registration form online and legibly fill out the information including 'title', 'medium', etc., while also including your signature.

### **Can someone Pick-Up my artwork for me if I am unable to attend either of the two Art Pick-Up dates?**

Answer: Yes, but we require that you, the artist, email your consent to: [artgallery@grace.org](mailto:artgallery@grace.org), indicating the name of the person you are designating to pick up your artwork for you. This is for the safety of your piece. If you have not notified us ahead of Art Pick-Up, we will not release the artwork.

### **Can I send in the Registration form online?**

Answer: No. We receive the registration forms at the same time the artist submits the artwork during the two registration dates posted for each exhibition. By this process, we can be certain that each piece is paired with its corresponding registration form. Forms are also available at

registration and Volunteers are happy to assist artists with any questions about them. Forms are available online as a convenience to save artists time at Registration: [www.grace.org/artgallery](http://www.grace.org/artgallery)

### **Are all of the artists from Grace Chapel?**

Answer: No. We encourage ALL artists from surrounding communities to participate in exhibitions and receptions. It is a celebration of God given artistic talent and an opportunity to share it with others without regard to the religious affiliation or nonaffiliation of an artist. Everyone is welcome to participate.

### **How will I know my artwork is 'accepted'?**

Answer: You will receive email notification by the Thursday before the exhibition's scheduled Reception. If you have not received email notification, your piece has been included in the exhibition.

### **If my piece is exhibited, when will it be available for pick-up?**

Answer: Each exhibition's two art pick-up dates are specified on our website: [www.grace.org/artgallery](http://www.grace.org/artgallery). **Please make note of these dates on your calendar!** We are not equipped for long-term storage of your work. The gallery is run by Volunteers who are not usually available on-site to receive artists during alternative hours.

### **Why can't my frame hang with clips?**

Answer: Our gallery system uses a special 'zipper hook' accommodating pieces up to 30 pounds. This hook is designed to hang from artwork wire. It is strong, versatile, hardy and beautifully 'hidden' behind the artwork when hanging from artwork wire. Properly wired, we can be sure the frame will hang from the hook centered. Clips under pressure are prone to 'pop' off a frame in our gallery.

### **Is there a size limit for artwork?**

Answer: Not really! If the artwork can fit through the front door, we can most likely hang it!

### **Does Grace Chapel receive a commission on sold artwork?**

Answer: No. We do not take part in 'selling' transactions including any knowledge of price. The Gallery provides an opportunity to enjoy the art and artists from the surrounding area. We are happy to include contact information provided by the artist in the Gallery Exhibition Booklet accompanying each exhibition. Individuals are encouraged to contact the artist directly if interested in a purchase.

### **If I sell my artwork during the exhibition, can I switch out the artwork with a similar piece?**

Answer: No. All artwork must remain on display for the duration of the exhibition. It would be difficult for Volunteers to keep up with changing labels and printing updated exhibition booklets if artwork changed or was removed during an exhibition.

### **Does my artwork have to be for sale?**

Answer: No. We post the initials 'NFS' (Not For Sale) in the Gallery Exhibit Booklet if the artist chooses not to be contacted by a prospective buyer.

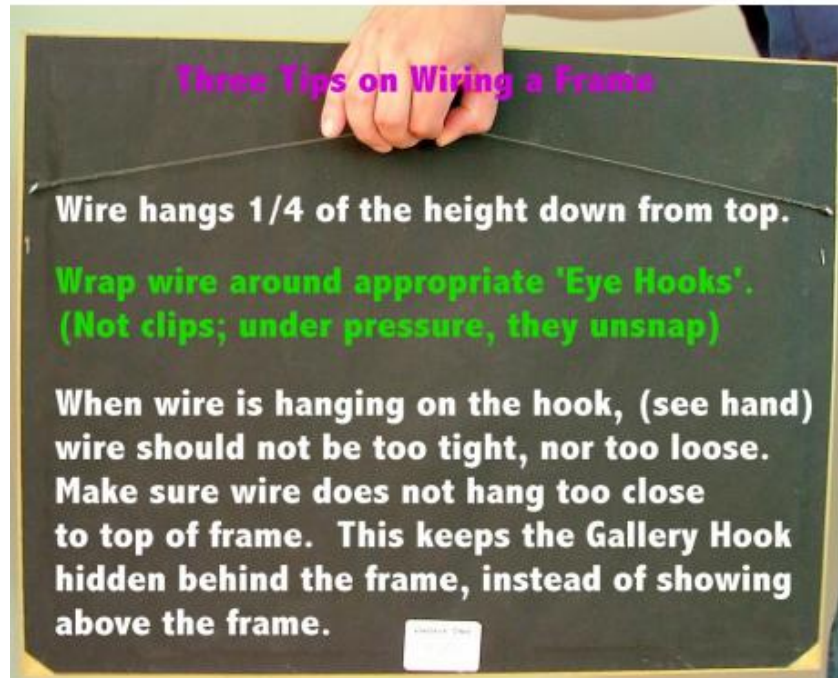
### **Can I bring guests to the opening reception?**

Answer: Yes! Jazz Café Receptions are open to all, and all are welcome.

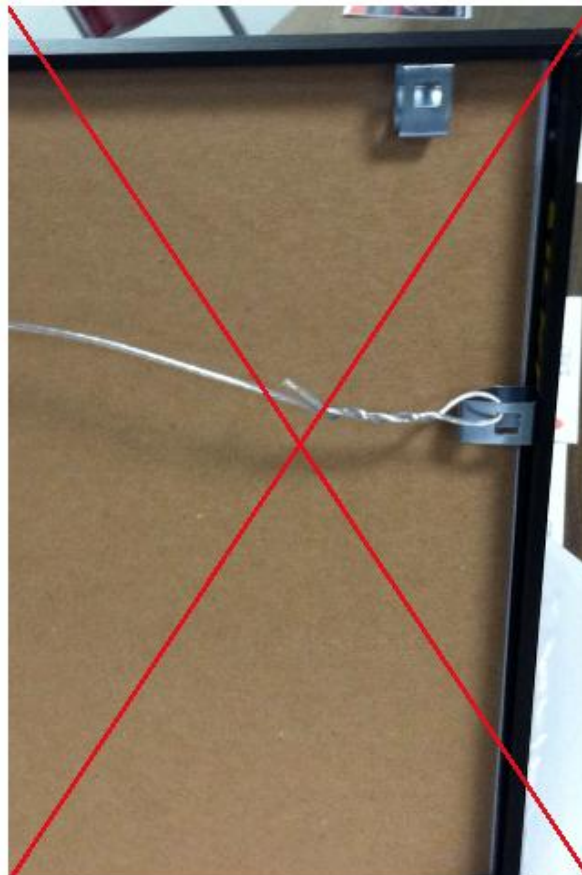
### **How do I wire my frame?**

Answer: Wire kits can be purchased at most frame, hardware and drug stores for a minimal cost.

How to wire your frame:



How NOT to wire your frame:



We thank you for your interest in Grace Chapel Art Gallery and look forward to meeting you soon!