



Annual Friends & Family Exhibit

With Monique Hendricks Solo Show
in the Lundt/Glover Gallery

Dec. 11, 2016 through March 4, 2017

Opening Reception Dec. 11 Will Feature
Demonstrations and an Art Boutique

Entry Deadline: Dec. 2

Receiving (also removal of Fall Show): Tuesday, Dec. 6, from 1 to 2:30 p.m.

Reception: Sunday, Dec. 11, 2016, from 2 p.m. to 4 p.m.

Removal: Tuesday, March 7, 2017, from 1 to 2:30 p.m.

Location: Chatham Township Gallery in the Chatham Township Municipal Building,
58 Meyersville Road, Chatham, NJ

Please sign up to bring food for the hospitality table. You can contact Alison Hooper (aahooper@optonline.net) or Sharon Remlinger (mernorahs@aol.com).

There will also be a sign-up sheet at the receiving on Dec 6. If you would like to take part in the Holiday Boutique, contact Helena Axelrod (design@arixgroup.com) to reserve a table.

Entry Fee and Procedure: \$10 for members (4 pieces of artwork) and \$10 for guests (2 pieces). For our Friends & Family exhibit, members may invite 2 friends/family members to enter 2 pieces of their work. Members may submit 4 pieces. All members must be current in their ALC membership. Members are responsible for entry forms and checks for their friends/family as well as for themselves. Additional forms can be found on our website: artleagueofthechathams.org.

Checks should be made out to ALC. Mail the registration forms and the checks to: Rosemary Howlett, 552 Summit Avenue, Maplewood, NJ 07040 (973-996-2420). Enclose your payment **and** the payment collected from your guests.

Sales: If one of your pieces sells during the exhibit and is taken off the wall, please replace it with something close to the same size and price in a timely basis.

Liability: Artwork will be handled with care, but neither the Township of Chatham nor the Art League of the Chathams will be responsible for any loss or damage, no matter how it may be caused. Also, the Art League cannot be responsible for work left at the end of the exhibit. Your entry to this exhibit acknowledges your understanding and agreement with the above terms.

Annual Friends and Family Entry Form

Member Name _____

Address _____

Phone _____ **Email** _____

Number of Member Entries: _____

Guest #1 Guest Name & number of entries:

Guest #2 Guest Name and number of entries:

Please send entry forms by Dec. 2

Labels

Please fill out labels & attach **one to the back AND one to the front** of each piece. Members please make sure your guests receive these.

<p style="text-align: right; margin-bottom: 0;">Front</p> <p>Artist/Phone#</p> <p>Title</p> <p>Price Medium</p>	<p style="text-align: right; margin-bottom: 0;">Back</p> <p>Artist/Phone#</p> <p>Title</p> <p>Price Medium</p>
<p style="text-align: right; margin-bottom: 0;">Front</p> <p>Artist/Phone#</p> <p>Title</p> <p>Price Medium</p>	<p style="text-align: right; margin-bottom: 0;">Back</p> <p>Artist/Phone#</p> <p>Title</p> <p>Price Medium</p>

Front	Back
Guest 2/Phone#	Guest 2/Phone#
Title	Title
Price	Price
Medium	Medium

Conditions:

- Half of the entries by members should be new work. Half can be previously exhibited at ALC.
- Entries by invited F&F artists should be recent work.
- Paintings must be framed and wired in a professional manner. NO SAW TEETH please. Plexiglas should be used for large paintings and paintings in metal frames. Sculptors must supply their own stand.
- Wet paintings, pieces that are too heavy, nudes, or pieces that might be considered objectionable to the public should be reviewed by exhibit chairs (Rosemary Howlett, Celeste Fondaco, and Philla Barkhorn).
- Sales tax should be incorporated into your price and is the artist's responsibility.

Hanging Guidelines

Professional hanging procedures are very important to keeping the quality of the Art League of the Chathams high. Below are some things to keep in mind when getting ready for an exhibit.

- When putting the wire on the back of paintings, wire them 1/3 of the way from the top. This makes all the paintings hang at the same angle against the wall.
- Make sure the ends of wire are not sticking out. It is suggested that you use tape around the wire ends to prevent accidents.
- Use acid free materials to back your watercolors.
- Make sure screw eyes are in the frame securely.
- All works on canvas (oil, acrylic, etc.) need to be framed unless the edges are finished. Staples should not show.
- All artwork should be dry.
- Mats should be clean and secure.
- Frames need to be in good condition.
- Please use minimal tape to adhere name tags to work.

Adhering to these guidelines will help prevent accidents or damage to your work.