

DEL MAR ART CENTER GALLERY ROTATION DAY INSTRUCTIONS

1. Arrive at DMAC Gallery between 10-12 a.m. to drop off artwork and take last quarter's artwork from gallery. At 12:00, the doors will be closed for the immediate hanging by Gallery Manager and assistant.
2. Place artwork inside the gallery, carefully lean against wall, facing forward, or if 3d, place on table.
3. Artwork must have **two art tags** with member name, medium, title, and price, with one attached to the back of the piece and one for the wall. Printing onto the template online and cutting to business card size (2 ½ x 3") is preferable, but we also have blank tags in the gallery if you need to use them to handprint. Template for tags is on our website. Art tags must be on white card stock.....no copy paper.
4. No artwork will be accepted after 12 noon. If you can't come in during that time, arrange for someone else bring art in for you. Artwork is hung immediately.
5. The previous quarter's artwork must be taken out at this time. We are not responsible for any loss or damage, and there is no place to store art.
6. **Bring your Rotation Day Form** filled out with your artwork listed.

Your 2D artwork should fit into approximately a 4x5' space. No scratched or damaged frames allowed. If using frameless canvas, all sides must be painted. Paintings must be wired tautly. Glass can only be used on 16x20 or smaller pieces. Acrylic for larger pieces. Some paintings may go on easels.

Artwork for BINS must be matted or backed, and in plastic sleeves with art tag attached. Prints should be signed and numbered with a certificate of authenticity. Record dates in/out in Bin Notebook at desk. These can stay and be changed out anytime.

Bring several business cards for the card stand and a 2 page bio for gallery album. Jewelry cases should be dusted out each quarter, no added decorations. No items on top of cases. All pieces priced with small tags that include description.

3D art will be displayed on pedestals/display boxes.

Cards can go on the rolling Card rack at any time, in plastic sleeves, priced. We reserve the right to not accept any artwork that we feel is inappropriate, offensive or unacceptable.

***Questions or conflicts regarding Rotation Day, email Pam Linton at pamlinton@sbcglobal.net or call 858-442-3583.