

Artist Guidelines, Rules and Regulations for Art Shows as of January 2024

A. General

1. Show is announced at least one month in advance of the show. Download and print application from CBAA Website, Newsletter or pick up Application at the studio. PLEASE DO NOT PROCRASTINATE! It makes the Chair Person's job more difficult!
2. Application is to be signed and MAILED, along with a Check to the **CBAA Studio 103 Barton Blvd. Rockledge 32955**. The Chair Person needs all applications and monies to keep track of the number of artists entering, space allocation and to make timely bank deposits. Applications will be on a first come first serve basis with the time stamp on the envelope as time received. You may drop off your application at the studio with the date and time submitted written on the top of your application.
3. If you are unable to attend the show notify the Show Chair immediately. You are not allowed to reassign your booth. Only 2 artists are allowed in one shared booth.
4. The CBAA will conduct all sales at the show and collect appropriate sales tax. A 20% donation is given to the CBAA to help pay for show costs.
5. Artists cannot conduct their own sales at the show.
6. Artists will be reimbursed for their sales via check as soon as possible after the show, as the show data is sent to the Treasurer, generally within one week after the show.
7. On signing and submitting the application, the Artist releases the CBAA and venue for any damages that may occur to art, missing property, or any other losses.
8. Artists will be required to check in with the show Chair BEFORE setting up.
9. You are required to make sure your space is clean after the show and cannot tear down until the Chair Person announces it is time to tear down.

B. Art Submission Rules

1. All ART WORK, REPRODUCTIONS, NOTE CARDS MUST BE PRICED FOR THE CONVENIENCE OF THE SALES TABLE. Please double check after set up to assure that all your art is marked CLEARLY with your name and price.
2. All Art work that is original must be marked as ORIGINAL with Artist Name, Medium and Price. It must be family friendly. Nudes and messages are not allowed at this time.
3. Prints and reproductions must be marked as prints with the Artist Name, Medium and Price and cellophane sleeved.
4. Art must be appropriately matted and or framed. Gallery wrap is acceptable.
5. The Chair WILL NOT accept framed art or reproductions with brown cardboard backing. This looks unprofessional, as well as destructive to the art itself. Framed, glassed art should have Artist backing paper on the back to give it a professional finish.
6. Art that is entered in a Juried Show that wins an award will be disqualified if it has a cardboard back and is not noticed before judging.
7. Browsers must be of professional quality.
8. Art submitted for Jury must not have won an award previously, must be ORIGINAL and properly displayed.

C. Venue and Set Up

1. Booth space is floor space only. Artists may bring in their own easels, browsers, tables, display panels or grids. Panels and grids must be of professional quality (what would be used in outdoor shows or retail sales stores). Artists may share panel space if booths placed next to each other allow for it.
2. Outdoor tents are not allowed at indoor shows.
3. Table space is the top of table only and will be supplied by the venue or studio. Artists next to a booth may share a panel if the booth artist allows it.
4. Table covers , white or dark colors are acceptable.
5. Chairs will be supplied for artists who need to sit.

6. Arrive to set up at the advertised time. DO NOT arrive before this time as you will have to wait. The Chair Person and volunteers need time to finalize last minute issues and prepare.
7. Artists that do not arrive in time to set up before close of set up due to ill planning, will not be able to set up for the show. Things do happen and in the event of a problem call the Chair Immediately to arrange help setting up. If there is a time issue with set up, call the Chair ASAP before the show day set up to work out a solution. This is only for major conflicts in time and not for minor issues. No Artwork is allowed to be set on the floor and leaned against table legs or panels.
8. Artist must leave promptly by 4 pm on the day of setup so that Judges can determine award winners.