



ARTIST PROFESSIONAL GUIDELINES FOR EXHIBITING AT ART HOUSE 310

1. All artists should uphold a reasonable code of conduct and artistic ethics which include honesty, integrity and lawfulness. No works will be accepted that blatantly appear hateful or degrading to any persons or identifying groups. Art House 310 holds the sole discretion and decision making authority and retains the right to disallow any art/artist in which we feel does not abide by this code of conduct. Art House 310 strives to expand the arts in Wichita and be a resource for all artists. All exhibitions will be open to families unless otherwise stated.
2. All works should be original and will be considered protected by intellectual property copyrights which include the right to copy, distribute and adapt the work. No works should have any duplication or extreme likeness of another artists work unless done so by appropriate use of lawful fair use and parody.
3. All exhibiting works should be for sale unless prior agreements have been made between Art House 310 and exhibiting artist.
4. Artist is responsible for providing gallery cards for each of their works. Gallery cards should be no larger than 3x3" and should include the following information:
 - First and last name of artist, Contact information (email, website, social media)
 - Title of work
 - Size of work
 - Medium of work
 - Price of work
5. All exhibiting artists should supply Art House 310 with a written inventory of all works delivered which include the information from each gallery card. In addition, the artist must supply Art House 310 with full artist contact information which should include the following information:
 - First and last name of artist
 - Full mailing address of artist
 - Current phone number of artist
 - Current email address of artist
 - Any necessary tax forms and/or tax information of artist
6. All works should arrive ready to hang with either sturdy picture wire or other acceptable hanging hardware. All works will be hung using a wire rail system.
7. No works should be hazardous in any way including the use of toxic materials that may harm artists and/or viewers or works that may cause damage to exhibition space.
8. All exhibiting artists will receive and agree to the exhibition agreement prior to delivering artwork. This agreement outlines the artist and gallery responsibilities, exhibition time frame, show-up and show-down time frames as well as any other information deemed necessary for any particular exhibition.
9. All exhibiting artists will receive and agree to the commission agreement prior to delivering artwork. Any sales of work being exhibited must go through Art House 310 and will subject to the commission agreement terms during the exhibition time frame as stated in the exhibition/commission agreements.
10. It is the responsibility of both the artist and Art House 310 to market and advertise the exhibition to ensure a successful event. Art House 310 will post all events and exhibitions on their website, ArtHouse310.com, as well as the Art House 310 social media channels. Artists are encouraged to distribute fliers, mailings and any other media they see fit to help promote the exhibition. Artists should supply Art House 310 with any preferred graphics to use for promotion.

ENJOY ART AND HAVE FUN!