

# *Littleton Fine Arts Guild*

## UNFRAMED ARTWORK GUIDELINES

1. Unframed Artwork is defined as 2D works that are placed in the Print Racks.
2. All Unframed Artwork must be entered into Square prior to or while delivering work to the gallery. Refer to Square How-to Manual for naming format.
3. Pieces that were not accepted into a juried show may not be entered as Unframed Artwork during that show.
4. Unframed Artwork may not be displayed that has been displayed as Unframed Artwork less than three months before it is brought in.  
\*Exceptions to this are "Art for \$100 or Less", "Outdoor Art Market", "Holiday Art & Gift Market" and "Two Night Stands"
5. A maximum of 10 pieces per artist may be displayed in the Print Racks at any one time. A sold piece may be replaced.
6. Unframed Artwork may only be brought in the day of Intake for a show. It is subject to the entry fee for the show, if any.
7. Unframed Artwork may stay in Print Rack for 3 months. However, there are shows which require all Unframed Artwork to be removed.  
Unframed Artwork can only be brought back in on the day of the next Intake for a show. It is subject to the entry fee for the show, if any.
8. If one or more shows during the 3 months your Unframed Artwork is in the print rack requires an entry fee, each of those show fees must be paid.  
Example: Put work in print rack on Jan 1<sup>st</sup> – juried show - \$10.00  
Feb 1<sup>st</sup> – non juried show – no fee due  
Mar 1<sup>st</sup> – juried show - \$10.00  
Total paid for Unframed Artwork placed in print rack Jan 1<sup>st</sup>. - \$20.00
9. Each piece must be labeled on the **BACK** with Artist's name, contact info., title, medium and price.
10. Giclée and Reproductions are allowed in the Unframed Artwork. Each piece must be clearly labeled on the **BACK** that it is a **Reproduction or Giclée of an original piece of art.**
11. Unframed Artwork must be completely covered and secured in acetate sleeves.
12. Unframed Artwork must be clean and presentable. Please no yellowed mats, bent corners, torn acetate, etc.  
\*Unframed Artwork Master will remove work that is not presentable.
13. Unframed stretched canvases **no deeper than 3/4"** are accepted. They must be completely covered and secure in clear acetate with all labeling on the **BACK**. There will be (2) Print Racks designated for these stretched canvases. They are marked with blue tape. Stretched canvases can only be in these (2) Print Racks.
14. No framed work is allowed in the Print Racks.