



## CCA Gallery Exhibit Guidelines (Conspectus)

Last update: June 12, 2026

The Gallery Exhibit Guidelines (Conspectus) apply to artists participating in Juried and Non-Juried shows. Featured Artists have a separate agreement.

### Eligibility for Non-Award Exhibits

Open to all artists. Membership with the Cambria Center for the Arts is not required, but is encouraged as fees are higher for non-members.

Two-dimensional and three-dimensional art is accepted and encouraged. We also encourage digital art displays.

All pieces must be completed within the last 5 years. This does not apply to “retrospective” exhibits by a featured artist.

All pieces, by local artists, must be original. Photography must have original signature on each print. (Only Featured Artists may sell quality Giclées prints) We do not accept any work that would fall outside of the copyright laws.

If an artist wants to show work that is currently in their Member Artist Showcase, they must remove that work from the showcase for the duration of the exhibit.

Oil, acrylic, watercolor (including gouache, etc.), mixed media, pastel, encaustic, collage, and photography are accepted mediums for two-dimensional work.

Ceramics, wood, metal, stone, glass, fiber, and mixed-media are accepted mediums for three-dimensional work.

### Eligibility for Award Exhibits

The above requirements apply to Award exhibits with the following exceptions/additions:

All pieces must be completed within the last two years.

Artwork must be original and not created in a class or workshop.

Artwork that has been shown in a previous CCA Award event is not eligible.

Artwork that has been shown in the CCA Gallery in the past 2 years is not eligible.

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### Artist Responsibility – Gallery Exhibits

Artists are responsible for presenting work in good condition with proper wiring for hanging, and framing requirements met (see below).

All artists may provide a Current Biography or Artist’s Statement for the Artist Binder in the Gallery. This should include a picture of yourself and examples of your work.

All entries must remain in the gallery for the duration of the show, unless the piece is sold. If the entry is sold and removed from the gallery, the artist may replace it with a similar piece at no additional charge until the close of the show.

Artists will be contacted if one of their pieces sells. We will ask the buyer to keep the art on the wall until the show ends. But if the buyer would rather take it, you have the option of replacing that piece before the end of the show at no cost.

All unsold artwork must be signed out on an itemized inventory list found in the Current Show Binder by the artist or their agent on Exchange Days (Day to drop off work or pick up unsold work.) unless other arrangements have been made with the Gallery Director or their agent.

All work must be picked up on time. After 30 days the work becomes the property of Cambria Center for the Arts and will be sold or donated.

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### **Artist Responsibility – Virtual Exhibits**

Exhibits in the Gallery work together with our website’s Virtual Gallery. Each exhibit will have a one week period referred to as Online Submission. During this time, artists are responsible for uploading high-quality digital images of their work. See Call for Artist page for dates and details ([cambriaarts.org/call-artists/](http://cambriaarts.org/call-artists/)). Images are to be neatly cropped and should not include frames or mats. Photograph your artwork before you put it behind glass to prevent glare and/or reflection issues.

- If you are unable to upload with our system, bring in a filled-out application form, downloaded from our Call to Artist page (non-juried or juried form), with your art and we will photograph and upload it for you.

Artists will be contacted if a piece of theirs sells online (through our Virtual Gallery) and will be responsible for coordinating delivery with the buyer, if needed.

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### **Requirements for Showing Work**

#### **Two-Dimensional and Three-Dimensional Wall-Hung Art:**

Three to 4 pieces per show are allowed (confirm quantity in the Call for Artists). All submissions online will be included in the Virtual Gallery, but there’s no guarantee that all four pieces will be accepted in the Gallery due to space limitations.

Artwork is not to exceed 40” (overall) in any dimension. Large pieces may be restricted due to available wall space.

Pieces that exceed the 40" max may be entered only by prior arrangement. Maximum weight is 44 lbs. The artist is limited to this one piece. No other entries are allowed.

All pieces must be signed. Photos must be signed either on the print or mat.

All work must have identification on the back or underneath in the form of an attached business card, or written information.

Paintings must be either framed, on museum-style wrapped canvas with finished sides, or on boards with finished edges.

Photos must be framed except for metal prints.

Three-dimensional wall-mounted pieces must be wired with secure fastenings and compatible with the existing gallery hanging system.

Use acrylic, not glass, for framing paintings and photographs larger than 18" x 24".

**Wiring Guidelines:** Artists must ensure the artwork can be easily hung from our hanging system. (PDF for the wiring system is on the Gallery Conspectus page on our website - <https://cambriaarts.org/gallery-conspectus/>) All wall-hung art must have braided picture wire, with wire ends wound and taped securely. Wire must be fastened approximately one third from the top. The wire should not reach less than 3 inches from the top of art piece when hung.

### **Three-Dimensional Floor and Pedestal Art:**

Floor-standing pieces must have structure to keep them upright and allow visitors and school district personnel adequate passage in the hallway. No more than four pieces per show.

Gallery pedestals range in size from 18" x 24" to 24" x 30" and are offered on a first-come first-serve basis. Multiple items can be placed on each pedestal (see fees below). The Gallery Committee has the right to limit the number based on safety and aesthetics.

Fragile works must be placed and secured by the artist.

• While artists retain the copyright to their artwork, artists must agree to allow the CCA to photograph any artwork for marketing. Photos will become part of CCA archives and may be used for future CCA event promotion.

### **Cabinet and Shelf Art:**

Cabinets and shelves are available for the display of jewelry and other small pieces of functional art. The Gallery Committee has the right to limit the number of items and change the display.

One or one-half cabinet or shelf unit per artist, depending on availability.

Each piece must be listed on the Cabinet Art Entry Form.

Each piece must be labeled with the artist's name, price, and number/designator that corresponds with entries on your entry form.

Cabinets are available on a first-come first-serve basis. Artists who cannot be placed in a cabinet will be added to the wait list.

The contents of the cabinets will be rotated as needed. Once the items have been rotated through each cabinet, artists will be asked to remove their artwork to make room for the next artist on the wait list.

The front desk docent is required to call the cabinet artists with their sales, so that they can come in and replace a piece.

### **Portfolio (Unframed Original Art) Bins:**

Portfolio Bins are reserved at the beginning of each new exhibit.

Rental payment must be made before placing art in the bin.

Artwork must be a signed original. (Only Featured Artist may sell high-quality prints)

Photography must have original signature (no duplicates, please).

Artwork may not exceed 16" x 20". It must have a foam board backing (or an equivalent) of the same size and inserted into a clear sleeve or envelope.

Artwork to have artist's name, title, medium and price on the back.

Limit 5 pieces

### **Greeting Cards:**

CCA membership is required.

Artists must complete the Greeting Card Entry Form and submit it to the Gallery (front desk) before adding greeting cards to the racks.

Cards must be standard sizes that will fit in the card racks easily: nothing larger than a 5" x 7" envelope, and nothing smaller than a 4 3/8" x 5 3/4" envelope.

Cards must be professionally presented in the correct-sized plastic sleeve that closes at one end.

Card boxed assortments can be offered in a plastic see-through box that adheres to the same size constraints listed above.

Each card or card box must have a sticker listing the artist and price.

No more than 50 individual cards per artist may be brought in at one time.

Artists are responsible for managing their cards, including replacement when the cards are running low.

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### **Entry Fees**

Fees are paid online after submitting your work on this website or at the Gallery on Exchange Day, after completing the take-in form.

#### **Non-Award Exhibit:**

2D CCA Members \$10 / Non-Members \$15 / Volunteers \$5 - per entry

#### **Award Exhibit:**

CCA Members (and Volunteers) \$15 / Non-Members \$30 (for cash prizes, and juror payment)

#### **Small Gems Show:**

Entries are FREE with canvas purchase from CCA (stamped on the back).

No canvas purchase: CCA Members & Volunteers \$5 / Non-Members \$15

(20% CCA commission)

**3D Pedestals:**

CCA Members \$10 / Non-Members \$25 / Volunteers \$5 - per pedestal or floor standing piece

**Cabinet Space:**

CCA Members \$15 / Non-members \$30 / Volunteers \$10 - per exhibit

**Portfolio Art Bin:**

CCA Members - \$3 / Non-members \$6 - per entry

**Greeting Cards:**

No Fee - Must be a CCA Member

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**Sales**

Two out of every three entries for an exhibit by an individual artist must be for sale - unless otherwise noted in Call to Artists.

Monies for artwork sold will be mailed to the artist before the end of the following month.

Cambria Center for the Arts will retain 30% of the sales price as a sales commission.

If a piece sells in a virtual exhibit to an out of town buyer, the Artist will be contacted and will be responsible for coordinating delivery (shipping and handling fees) with the buyer.

For the Small Gems Show, the CCA commission drops to 20% for the Gallery.

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**Exchange Day**

Artwork is to be submitted online during the open online submission time to participate in the exhibit. If the artist is unable to upload their work, they can show up on Exchange Day for assistance.

Artwork entries must be delivered between 10:00 am and noon on Exchange Day. Online submission and Exchange Day dates can be found on our Exhibit Schedule on the Artist Information webpage - <https://cambriaarts.org/cca-artists/> .

A Gallery Committee member will evaluate each piece to make sure it can be hung with our system, placed on our pedestals, or placed on our floors safely.

CCA will determine the look and layout of the show.

Artists picking up unsold work from the previous show must show up on Exchange Day as noted in the Exhibit Schedule or make other arrangements directly with the Gallery Director or their agent. Artwork that is not picked up within 30 days will become the property of the Cambria Center for the Art to be sold or donated.

All artists will need to fill out a W9 form and have it on file with the CCA before checks can be sent. This can be downloaded on the Call For Artists webpage - <https://cambriaarts.org/call-artists/> .