

EXHIBITION
K I T

Contains:

1. POLICIES & PROCEDURES
 2. EXHIBITION CHECKLIST
 3. MEDIA RELEASE FORMAT
 4. SALES/COMMISSION RECORD (2)
 5. FLOOR PLAN & ELEVATION
 6. APPLICATION/AGREEMENT
 7. Gallery On the Pali Entry Form
-

Dear Artist,

Thank you for your interest in exhibiting your work in The GALLERY ON THE PALI.

We hope the attached guidelines and interior elevations will answer most questions you have about exhibiting in this alternative space. Because written rules cannot address the needs of all artists and all artwork, someone from the Art Committee will be glad to answer your questions or concerns.

To be considered for our upcoming exhibition schedule, please contact the Gallery Director, Norma Nichols at 526-1191, to make arrangements to attend a meeting of the Art Committee. You are to bring a variety of your works, photographs, and at least one framed sampling of your work and any other materials you may want to share such as resume', biography or reviews.

Aloha,

The Art Committee
Gallery On The Pali
526-1191

The First Unitarian Church of Honolulu
2500 Pali Hwy, Honolulu, Hawaii 96744
Phone 595-4047, Fax 595-4037 email Office@UnitariansOfHI.org

INTENT

Our intention is to provide an exhibition space for aspiring and recognized Hawai'i artists, and exhibits to raise public awareness, as both a public service and an enhancement to the Church. The Gallery on the Pali (The Gallery) is not a commercial gallery. There is no staff.

SALES

The Gallery employs an honor system: A suggested donation of (20%) twenty percent of sales is to be collected by The Gallery for the Church. The Gallery should report all sales to the Treasurer of the Church. It is the responsibility of the Art Committee to follow up in the event of non-payment.

ARTIST'S RESPONSIBILITIES FOR THEIR SHOW

1. Invitations, printing, mailing (preparation and costs), publicity.
2. A reception, if desired, to be scheduled through the Church office according to established building use policy.
3. Professional display of all works.
4. Transactions. Artists may negotiate the price after consulting with The Gallery director. All artwork must remain until show closes. (Contact Gallery Director for exceptions.)
5. A waiver statement must be turned into the Church office prior to the show opening.
6. Email your short statement to place in the Church Bulletin and Press Releases to uuchurch@hawaii.rr.com and norman@hawaii.rr.com.
7. Send invitation, photographs of the artist and reception, photocopies of newspaper clippings, to the gallery director.
8. Artist is to provide fishing line* for their installation of art work and Velcro to attach the title cards to the wall covering.

Note: the wall covering is NOT regular carpet but a very expensive wall-covering, people don't realize the wall covering is FAR more \$\$\$ than carpet.

ART COMMITTEE RESPONSIBILITIES

1. Screening of artist's work prior to acceptance for exhibition.
2. Providing a sponsor who will supervise scheduling and intake and be a contact person for the duration of that show.
3. Providing basic media (local, state and national) information for publicity purposes, with the involvement of the congregation when possible.
4. Guidance concerning accuracy and appropriateness of publicity, etc.
5. Announcements of exhibit in Kukui Lamalama, the Unitarian Church newsletter.
6. Committee to provide minister with exhibit information for the printed order of service. Artists are invited to participate in Sunday morning Church services, coffee and other social events. On occasion the artist may coordinate with the minister for time during the Sunday service to introduce the art to the congregation.

CHURCH RESPONSIBILITIES

1. Newsletter editor to include notices of new shows and announcement of Art Committee meetings. Material will be provided by the Art Committee and used at the discretion of the newsletter editor.
2. Office to receive and relay short messages and give information to callers.
3. Office to produce Gallery on the Pali publicity materials as time permits.
4. Accommodate Gallery on the Pali activities in the Church activities calendar.
5. Post Gallery on the Pali activities in the regular Church calendar.

LIMITS

1. Exhibition of works is usually limited to within the Art Room. The room is also used for many other purposes (meetings, receptions, dinners and parties, etc.), therefore, only wall-mounted art is permitted.

2. With special permission from the Board, the foyer may on occasion be used for limited wall display of art.
3. Works may be moved, if necessary, without permission of the artist.
4. Exhibition dates may be changed by the Art Committee (with concurrence of the Church office), if necessary, without permission of the artist.

GROUP SHOWS IN THE GALLERY

1. "Group" shows are defined as those which have many "artists", not necessarily professionals, who are related because of a theme for the show rather than by their relationship to each other (such as a teacher and students). The goal of these shows is to bring Church programs and ideals to interface with the community.
2. Group shows must have a sponsoring committee of the Church. This "Sponsor" [one member from the group] takes on the responsibilities normally undertaken by the artist as outlined in Policies and Procedures. A summary of these responsibilities follows (a more detailed explanation is available in writing if needed):
 - Sign room agreement with the Church Office (Make an appointment, call 595-4047)
 - Be present at the "intake" of the art.
 - Prepare labels or cards for identification of the works.
 - Prepare and duplicate program (optional).
 - Ensure that waiver statements are received from participants.
 - Help with the installation of the show.
 - Prepare and manage the reception (optional).
 - Be present for the take down of the show.
 - Do the follow up (if art is not picked up by deadline, storage fees may be assessed).

LIABILITY

No insurance is provided. A written waiver, signed by the artist, acknowledging the absence of insurance and security is required to be on file with the Church office. The artist must visit the Church office in person, by appointment, to confirm scheduling and to submit completed "Application/Agreement For Exhibition" form.

SELECTION OF WORKS

At least one framed art work with prints or portfolio will be reviewed by the Art Committee. Artists should visit the Gallery and read these "Policies and Procedures" before submitting their work for consideration.

DECISIONS AND CONFLICT RESOLUTION

Final decisions will remain the responsibility of the Art Committee and the Board of Trustees of The First Unitarian Church. The Art Committee will provide to the Church office a name and a contact telephone number for each exhibition.

HOURS

The Art Room is generally open to the public from 9:00 a.m. to 8:00 p.m. Monday through Friday although a scheduled use may take precedence. Saturday and Sunday hours are from 1:00 to 4:00 p.m. (although a scheduled use may take precedence) The Gallery is closed on holidays.

EXHIBITION CHECK LIST

Acceptance Fees:

- To partially cover publicity.
- Payable to the "First Unitarian Church" when installation & reception times are scheduled with the Church Administrator.
 - Individual \$20.--
 - Two Artists \$30.--
- Fees for a group show will be determined by the Art Gallery Director as appropriate.

1. ONE MONTH TO THREE MONTHS IN ADVANCE: (The Church Administrator is to coordinate installation and take-down times - 595-4047 for an appointment to sign contracts and set dates for installation, take down and reception, at the Church office.)

- A. Decide on a TITLE for your show, and a CATCH PHRASE to concisely characterize your work.
 - B. Write a one or two page PRESS RELEASE that also includes DATES of exhibition and reception, PLACE, ADDRESS, HOURS, and a STATEMENT about you and your work.
 - C. INFORM the Art Committee of the above 1 to 3 months in advance.
 - D. Organize and update your MAILING LISTS. You should be constantly collecting names and contacts in two overall categories:
 - (1) PROFESSIONAL and PERSONAL.
 - (2) PUBLIC RELATIONS/ADVERTISING:
- 2.
- A. Get POSTAGE. (Currently 37 cents) (Postcard 23cents)
 - B. MAIL press releases to media 30 to 90 days in advance, depending on publication deadlines. Media releases can go to art calendars in various magazines, newspapers, and visitor publications; arts organization newsletters; selected professional publications (church, business, clubs, etc); journalists and columnists. (Consider including B/W photographs of your work for certain publications.)
 - C. DESIGN your invitations (flyer, postcard, or fold-over note card in envelope), and get them PRINTED.
 - D. MAIL invitations 15 to 30 days in advance.

3. PREPARATION:

- A. SURVEY your work.
- B. SELECT specific pieces for your show.
- C. DOCUMENT TITLES, DATES, MEDIA, & DIMENSIONS (framed).
- D. PRICE your work (include 20% contribution tax deductible to the artist).
- E. FRAME, MAT, and REPAIR works. (supply of fish line (Monofilament) for installation.)
- F. COMPLETE any works in progress.
- G. PLAN THE INSTALLATION using the scale drawing of the gallery.

4. THE EXHIBIT:

- A. HANG the works by fish line (Monofilament) from the nails on the top. (The Church Administrator is to coordinate installation and take-down times and all other uses of the Gallery on the Pali - 595-4047 for an appointment to sign contracts and set dates for installation, take down and reception, at the Church office.)
- B. LABEL works.

- C. Provide a CATALOG/PRICE LIST, GUEST BOOK, and PURCHASE INFORMATION. (Contact Church office and/or list telephone number to call).
- D. Post a RESUME and/or statement about your art.
- E. Check the LIGHTING.
- F. Arrange PLANTS or flowers.
- G. PHOTOGRAPH your reception/opening and exhibition. - Duplicate photos to Gallery Director for Gallery Archives.

5. THE OPENING RECEPTION:

Consider the following:

- A. Food and beverages. (Wine OK, no liquor).
- B. Tables, tablecloths, chairs, centerpieces.
- C. Dishes, bowls, trays, napkins, etc.
- D. Plants or other decor.
- E. Music (tapes or live).
- F. Clean up (return things, vacuum, replace chairs, close doors, turn off lights, etc.).
- G. Parking attendant - to avoid blocked vehicles.
- H. Photographer - Duplicate photos to Gallery Director for Gallery Archives.

6. SALES:

Checks from art buyers shall be made out to the artist for the full amount of the purchase. The artist will make the 20% donation on all sales within 30 days after the close of the exhibition to:

The First Unitarian Church of Honolulu
2500 Pali Highway
Honolulu, HI. 96817

(Note artists name and show, in the memo area of the check.)
Memo: Gallery, Name of Artist/Exhibit

REMINDER: PAGE FOR ARTIST PACKET

TO: Artist/Curator
FROM: Norma Nichols Gallery on the Pali - - 526-1191
2033 Nuuanu Avenue #27A
Honolulu, HI 96817-2533
norman@hawaii.rr.com
RE: Your Exhibit

Please call, mail or email information for PR.

TITLE: _____

RECEPTION DATE: _____

SHORT INFORMATION OF INTEREST TO BRING READERS TO VIEW:

NAMES OF PARTICIPANTS: _____

MEDIA USED: _____

**FOR INCREASED POSSIBILITY OF PUBLICATION - -
SEND PHOTO TO EACH PLACE YOU WANT COVERAGE.**

e.g. :

Art Calendar attn: Stu
HONOLULU WEEKLY
1200 College Walk Suite #214
Honolulu, HI 96817

Art Calendar attn: Lisa/Lynn
HONOLULU ADVERTISER
605 Kapiolani @ South
Honolulu, HI 96814

Art Calendar attn: Cynthia/Nadine
HON STAR BULLETIN

Dear ARTIST:

RE: SALES/THE GALLERY ON THE PALI

The First Unitarian Church of Honolulu
2500 Pali Highway Honolulu, Hawaii 96817

As you know, THE GALLERY ON THE PALI is an alternate gallery dependent on contributions from artists' sales. A suggested contribution of 20% of sales is due to THE FIRST UNITARIAN CHURCH OF HONOLULU. This contribution applies to all sales made during, and for thirty (30) days after, your exhibition.

This is an honor system and we depend on your personal and professional integrity to comply. Please make your check to The First Unitarian Church of Honolulu with this memo. .

SALES:	TITLE	PURCHASE PRICE	20%
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____

TOTAL CONTRIBUTIONS: _____

Check to: The First Unitarian Church of Honolulu - TOTAL ENCLOSED: _____

Memo: Gallery on the Pali, Name of Artist/Exhibit

Signature _____ Date: _____

Please return one copy to the Gallery and retain one for yourself.

Dear ARTIST:

RE: SALES/THE GALLERY ON THE PALI

The First Unitarian Church of Honolulu
2500 Pali Highway Honolulu, Hawaii 96817

As you know, THE GALLERY ON THE PALI is an alternate gallery dependent on contributions from artists' sales. A suggested contribution of 20% of sales is due to THE FIRST UNITARIAN CHURCH OF HONOLULU. This contribution applies to all sales made during, and for thirty (30) days after, your exhibition.

This is an honor system and we depend on your personal and professional integrity to comply. Please make your check to The First Unitarian Church of Honolulu with this memo. .

SALES:	TITLE	PURCHASE PRICE	20%
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____

TOTAL CONTRIBUTIONS: _____

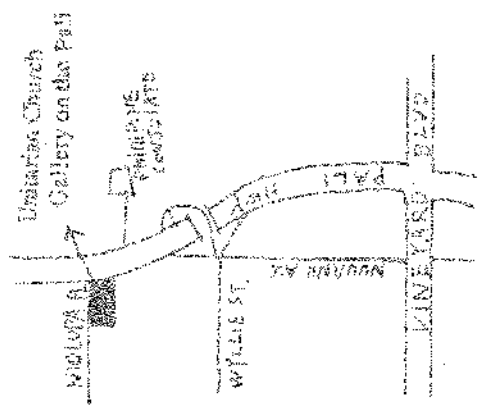
Check to: The First Unitarian Church of Honolulu – TOTAL ENCLOSED: _____

Memo: Gallery on the Pali, Name of Artist/Exhibit

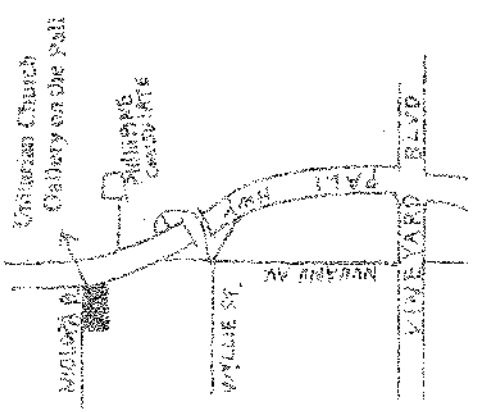
Signature _____ Date: _____

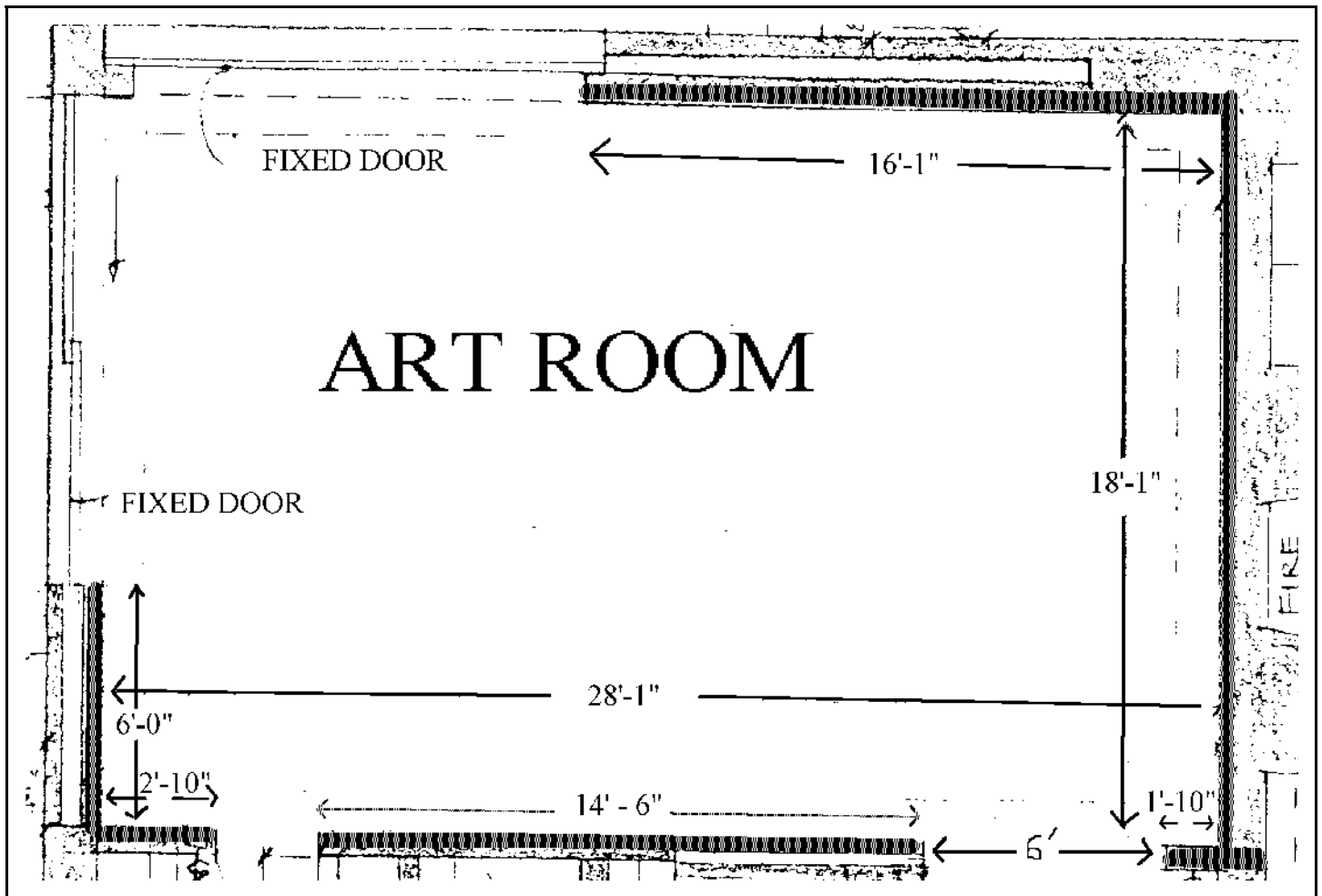
Please return one copy to the Gallery and retain one for yourself.

The Gallery on the Pali
 First Unitarian Church of Honolulu
 2500 Pali Highway
 Honolulu, Hawaii 96817



The Gallery on the Pali
 First Unitarian Church of Honolulu
 2500 Pali Highway
 Honolulu, Hawaii 96817





Art Room Layout

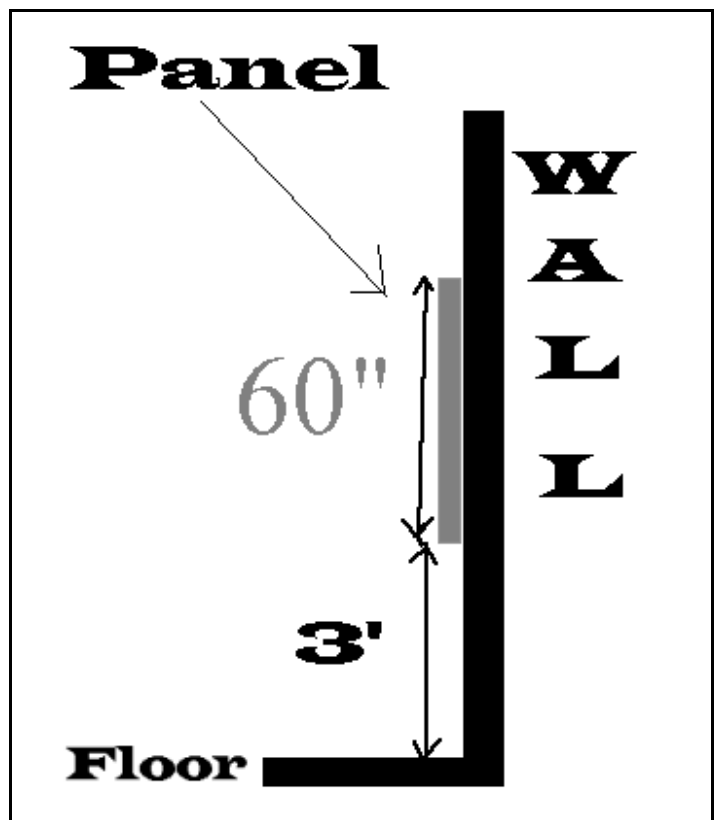
ARTIST'S RESPONSIBILITIES FOR THEIR SHOW

#3. Professional display of all works.

Only wall-mounted art is permitted. It is hung by fish line (Monofilament) from the nails on the panel top. It is not to exceed the size of the panel (NOT to go above or below the edges. No art work will be hung or displayed on/or cover portions of windows or from any light fixture of the room.

LIMITS

3. Works may be moved, if necessary, without permission of the artist.



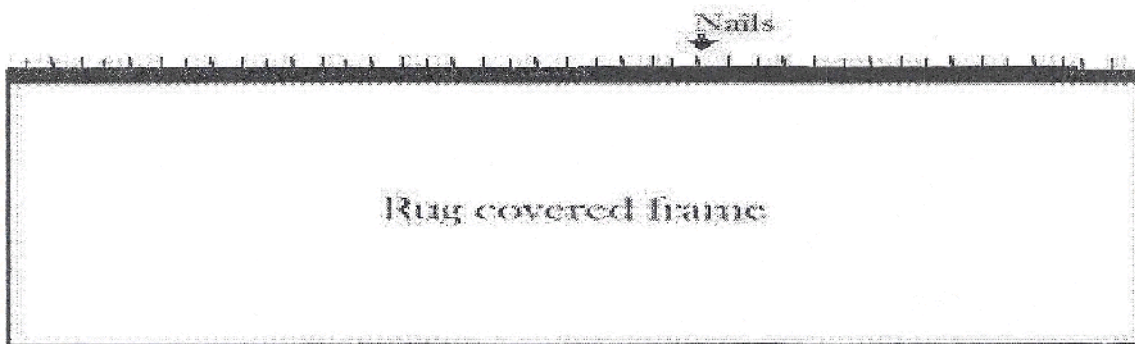
Wall Panel

CHANGE TO ART HANGINGS INSTRUCTIONS:

As of July 7, 2005

All art work will be hung from
nails along the top wood rail.

Use line to tie onto the nails and the art.



APPLICATION/AGREEMENT FOR EXHIBITION

APPLICANT:

NAME: _____ Home PHONE: _____

email: _____ FAX: _____

ADDRESS: _____ Work PHONE: _____

NATURE OF EXHIBIT: (describe briefly)

Medium: _____

Subject: _____

EXHIBITION BLOCK-DATES scheduled through Art Committee Chair 526-1191:

_____ TO _____ (Subject to changes)

INSTALLATION:

ALL Room use is scheduled by the Church Office - call for an appointment 595-4047 (Monday – Friday)
(no Sundays will be scheduled for Hanging/Reception/takedown)

Day of Hanging: Day of week _____ Month _____ Day ____ YEAR _____

TIME: _____ : _____ to _____:_____

Take Down: Day of week _____ Month _____ Day ____ YEAR _____

TIME: _____ : _____ to _____:_____

RECEPTION: Day of week _____ Month _____ Day ____ YEAR _____

TIME: _____ : _____ to _____:_____

Contact Person: _____ PH: _____

SALES: A suggested contribution of 20% of all sales is to be paid to the First Unitarian Church of Honolulu within 30 days following the scheduled end of each exhibition. This will also apply to any subsequent sales for 30 days after the exhibition ends. Checks should be made payable to "The First Unitarian Church; for Gallery on The Pali."

PARKING: (Reception) BE ADVISED, parking is extremely limited and concurrent events are scheduled in other areas of the Church. It may be necessary for User to provide a parking coordinator and/or assist parking off Church grounds. Availability and coordination of parking is NOT the responsibility of the Church or the Art Committee.

LIABILITY: User shall with respect to its activities use due care for public safety and agrees to defend, hold harmless, and indemnify the Church, its officers, employees, and agents against all claims or demands for damages, including claims for property damage, personal injury or death arising out of its activities, or growing out of or caused by any failure on the part of the User, its officers, employees, or agents to maintain its activities in compliance with law and the conditions of this Agreement.

ADVERTISEMENT: Return addresses on Notices, Advertisements and/or invitations, etc., shall be as follows:

The Gallery on the Pali
The First Unitarian Church of Honolulu
2500 Pali Highway
Honolulu, HI. 96817

PREMISES CARE:

a) Equipment: Chairs, tables, and other equipment authorized by the Church for use and moved by the User for its purposes shall be returned and restored, upon completion of use, to the location and to the same arrangement they were in prior to such use.

b) Trash: All paper, cups, trash, etc, shall be picked up by User and removed at the termination of use; and the room(s) shall be left in an orderly and clean condition. Also, all special decorations provided by User shall be removed from the premises by User immediately following the event.

c) Posting: User shall not attach any items to any walls or other parts of the building outside or inside, without express permission of the Gallery Committee. If an announcement is posted on the Church Bulletin Board, the User shall remove it immediately following the event.

d) Children: If children are involved in User's group, User shall arrange appropriate supervision.

e) Damages: User shall be responsible, and pay upon demand, for any damages to the building, rooms, furnishings, or equipment caused by User or invitees, and shall pay for any special cleaning that may be required.

FOOD/BEVERAGE: No cooking is permitted by State Law (not licenced). No food or beverage shall be served without prior arrangement with the Kitchen Coordinator; if permission is granted, User shall not eat or drink in any of the carpeted areas, except the Art Room, and shall be strictly limited to the Art Room and kitchen. All Church equipment, utensils, and other items shall be cleaned as required and returned to their former locations.

SMOKING: Smoking is prohibited in the building.

NOISE: User shall control the activities to ensure noise is kept at reasonable levels in deference to adjacent residences, and other groups that may be concurrently using Church facilities.

HOURS OF USE: User shall adhere strictly to schedule of use for the rooms shown on the Application. All other dates and times of use will be scheduled and fees assessed by the Church Office in accordance with the Building Use Manual.

BREACH: Failure to comply with these conditions will jeopardize User's future use of the facilities and shall make User liable for damages;

CHANGES/EXCEPTIONS: Changes or exceptions to the conditions of this Application/Agreement shall be made only at the discretion and upon written approval of the Church Administrator.

AGREEMENT:

By the execution of this document, which I have read and fully understand, I agree to comply with the conditions of this application which constitutes a binding agreement.

Applicant Signature

Date

REQUEST FOR Calendar Entry for ART SHOWS

PLEASE PRINT CLEARLY (To be filled out with contract at the Church office)

NAME OF SHOW: _____

NAME OF ARTIST: _____

START OF SHOW (Hanging of show):

Day of week _____ Month _____ Day _____ YEAR _____
TIME: _____ : _____ to _____ : _____

RECEPTION FOR SHOW:

Day of week _____ Month _____ Day _____ YEAR _____
TIME: _____ : _____ to _____ : _____

END OF SHOW (take down):

Day of week _____ Month _____ Day _____ YEAR _____
TIME: _____ : _____ to _____ : _____

NOTE: In order to Schedule the rooms requested and set up for parking, ensure that dates and times are complete.

DATE OFFICE REQUEST ___/___/___ DATE CONFIRMED BY CHURCH ___/___/___
DATE ENTERED IN CHURCH CALENDAR ___/___/___ CHURCH ADMIN. INT. _____

For Use By ART Committee and Church Administrator:

Address _____

PHONE _____

Art Contract Y / N

* FEE _____ Must Accompany Contract.

* This must be entered by the Gallery Director according to fee guidelines.

SALES _____

SPONSOR (art) _____ PHONE _____

SPONSOR (Church) _____ PHONE _____