

PAPA GENERAL SHOW INFORMATION 2024

PAPA Entry Types and Requirements for Each

FRAMED (4 max, unless notified)

Size: Outside frame dimensions LARGER THAN 8x10

MUST BE ORIGINAL – No Reproductions

May be entered as “Display Only” (Not For Sale)

Must be suitably framed and ready to hang with wire hangers only. Serrated hangers are not acceptable. Gallery Wrapped canvas is acceptable if the sides are painted as part of the whole painting.

UNFRAMED (4 max, unless notified)

Size: Medium sized pieces (less than 16x20) fit best in the display rack.

Unframed pieces must not have any hardware on them.

Oils, Acrylics on canvas/board will be placed in the display rack as they are. Paper art must be enclosed in protective poly bags.

required: If your unframed entry is a reproduction (print), it must be clearly marked on the Identification Tag and state the method of reproduction. (Giclée Print, Lithograph, etc.)

For Example, add this line to the Identification Tag described below: REPRODUCTION (Giclée Print)

MINIATURE (7 max, unless notified)

Size: Outside frame dimensions 8x10 or SMALLER

8x10 sized miniatures should have wires on the back for hanging.

CARD (8 max, unless notified) (Greeting Cards/ Card Packs)

Size: 5x7 or SMALLER

Can be original or reproductions (prints).

Must be wrapped in cellophane or similar packaging.

Each card package can contain one or more cards, priced as one unit.

PRICE

To calculate the PRICE, divide the Dollar Amount you want by .65 and it will give you the asking price that includes 35% commission retained by PAPA when sold. For example, if your DESIRED amount is \$200, the ASKING price for your label would be $200 / .65 = \$308$. If your FRAMED piece is not for sale, NFS or “Display Only” should be entered instead of price.

LABELING and Paperwork

IDENTIFICATION TAG

Attach to the BACK top right corner of every piece you enter with the information shown.

NAME (Max display = xx)

ADDRESS

PAINTING NAME (Maximum display characters = xx)

MEDIUM

\$ PRICE (including 35% donation).

[other required labeling] For example, if your UNFRAMED entry is a print, add this line: REPRODUCTION(Method)

A unique Painting Number will be written on your Identification Tag when entered in the show.

FRAMED ENTRIES – ADD A STICKY-NOTE

Attach a Sticky-Note to the FRONT top right corner of each FRAMED piece.

Clearly write the PAINTING NAME, ARTIST NAME on it.

This temporary sticker will help show change workers match your painting with the Art Label which will be placed next to it once it is hung on the wall.

NEW SHOW ENTRY FORM

All art entered in a show must be accompanied by a signed copy of the New Show Entry Form. Art Labels will be created from the information, and each entry will be assigned a unique number used to identify it when it sells. You can complete and submit this form online from the FOR MEMBERS section of our website, or you can fill out a paper form by hand.

Paper forms are available for download/printing on FOR MEMBERS, and at the Gallery. BE SURE TO WRITE CLEARLY on the form so that the Art Labels created for your paintings will be accurate. Submit the form online on or before the date of the Show Change. Please print a copy, sign it, and bring it with you.

Your signature gives us permission to post photos of your entries on our social media unless you expressly state otherwise.

ART DELIVERY/PICKUP

ALL ART from the previous show must be picked up by the date of the Show Change.

Workers will be present to help you CHECK IN when you deliver your art to the Gallery on the dates of the Show Change.

On the day (or days) of the SHOW CHANGE:

- Bring a printed (or clearly written) SIGNED copy of your New Show Entry Form with you.
- Bring your properly labeled artwork.
- Sign up on the DOCENT CALENDAR for the days you will serve

WHEN A PAINTING SELLS

When a painting is sold, you will be notified by a phone call to the number you prefer to be reached at. You will receive a check at the end of the month for all paintings that sold during the month. Checks are handed out at monthly Gallery meetings, or mailed to you at the address on record with your membership.

REPLACEMENTS

A replacement may be brought in immediately after a painting is sold. It must be the same PAPA type (Framed, Mini, Unframed, Card).

Replacements must be logged into the Current Show Notebook by hand and the Painting Number must be added to the Identification Tag for the replacement. If you are replacing a FRAMED piece, find blank Art Label Tags to fill in by hand to be placed with the art.

DOCENT TRAINING

It's a great idea to be trained as a Docent prior to entering a show. You can schedule a training session at any time during your membership. All PAPA members can sign up for training at any time during their membership.