



So, you want to have an art show at Flemington DIY! *That is fantastic.* Here is what you need to know.

Important links to get you started:

- [Overview](#)
- [Art Show Agreement Form](#)
- [Past art shows at DIY](#)

Step 1: Send us a proposal

Fill out the [proposal form](#).

The proposal form includes the following:

- CONTACT INFO: Name, Address, Cell number, Email
- PROPOSAL INFO: Website, Short bio, Social Media, Theme of show, *Medium, Proposed month (shows typically run 1 month)

*At this time, installation or 3-D works proposals will be considered on a case by case basis due to the high traffic nature of our community space.

Donation Amount:

- The donation range per one month show is \$200-500. You can choose a price in that range that works for you and depending on how many gallery rooms you are using. **If funds are an obstacle, please reach out.**
- \$50 deposit is required at the time of booking the art show. This can go towards your total final donation. Deposit is refundable ONLY 3 or more months ahead of opening, if the show is canceled. Deposits and payments are done by cash, check or credit/ debit card via [Square](#).

**Flemington DIY reserves the right to decline any proposal. Due to our being an all ages venue, artworks should also be suitable for all ages.



Step 2 : Set-up a Walk-thru, Orientation , Opening Reception + Hosting Open Hours

A DIY representative will email you to follow-up on your proposal; including setting up an optional walk-thru, ask you to complete the [Art Show Agreement Form](#), confirm your deposit, request reception dates and gallery open hour times*. **Check our [calendar](#) to see available dates for you to host an Opening Reception, Open Gallery Hours or other events related to the art show.**

- ❖ Artists are invited to host an Opening Reception event if they desire.
 - We recommend a weekend afternoon/evening for this event.
 - Light refreshments and snacks can be served (no alcohol).
- ❖ Artists are invited to host “Open Gallery Hours” not exceeding 2 hr shifts throughout the month of their show.
 - This is a chance to open the gallery to the public, encourage visitors, etc. Flemington DIY has regular open hours on Tuesdays and Thursdays between 11:30 AM and 6:00 PM. You can schedule additional open hours (staffed by you)* as long as there are no other events taking place.
 - *If you'd like to host Open Gallery Hours, please contact the Volunteer Coordinators (volunteer@flemingtondiy.org) to receive a mandatory orientation to the space. Only the person/people who received the orientation can conduct open gallery hours (i.e. you can't have a buddy fill in for you).
 - While conducting Open Gallery Hours, please be sure to follow the volunteer/visitor Code of Conduct, found taped to the counter as well as on the wall between the bathrooms.
 - We encourage hosting “Open Gallery Hours” on Fridays or weekends when there are no other scheduled events. We recommend one 2 hr shift per weekend, before 5pm (ex: noon to 2pm). Book out early to reserve, as times are not guaranteed.
- ❖ **These events are coordinated by the artist and not the responsibility of Flemington DIY.**

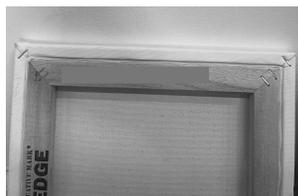
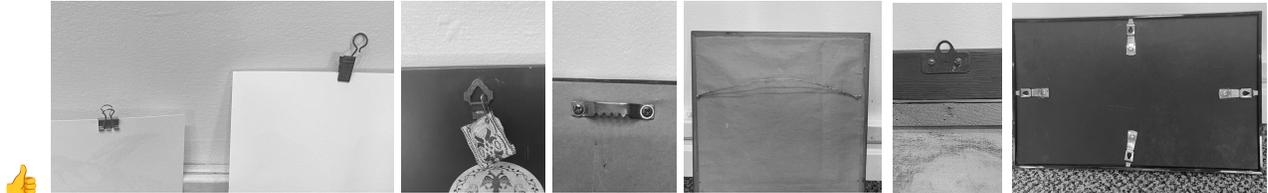
Step 3: Preparing and Promoting your show

You need to promote your show so people come to it!

- Create a flyer so we can help promote it. Canva.com is a great place to create flyers if you need help. Send it to arts@flemingtondiy.org
- Create a write-up about the show. Flemington DIY will build out a website page on our website featuring the show. Send it to arts@flemingtondiy.org
- Send a press release to all local papers.
- Create a Facebook event (add DIY as a co-host)
- Create an event on Hunterdon Happening and Tap Into Flemington.
- Submit event to Love Flemington Community Calendar
- Share and promote the show on all the socials (add DIY as a collaborator posts)
- Hang flyers at your local haunts. **Please note: flyers cannot be posted on light poles in Flemington. There is a town ordinance prohibiting this.**
- Personally reach out to people to invite them.
- Reach out to local arts organizations

You need to prepare your show:

- Figure out how to display the art. We use the [STAS hanging system](#). Click the link to learn more about it. We use this system to maintain our walls. **Your work will need to be wired to hang.** (See Step 4 for more details.)



Suggested:

- We recommend creating labels for art pieces. This can include: Artist Name, Title of Artwork, Price (if the work is for sale - see Step 4 for more details)
- Create a 1 page description of the show to include in the gallery
- Recruit people to help you hang your show

Step 4 : It's show time! (Additional Details & Considerations)

❖ Our hanging system

- We use the [STAS hanging system](#). Your work will need to be **wired to hang**.
- We have about 45 wires with hooks that can host up to about 120 works.
- Do not cut the [STAS](#) cables - If you would like to the ends of the cables please use painters tape to tape the ends up to hide them behind the artwork.
- We recommend creating labels for art pieces.
- **Do not put holes in the walls or use any contact tapes.**
Please only use the STAS hanging system.



* Insurance for your work is recommended but not mandatory, as Flemington DIY will not be held responsible for any damage to work. Keep in mind this is a community space with many different groups coming in and out for programs/events.

❖ Selling Your Art

- Artists may sell their work if they choose to do so. Flemington DIY does not charge commission.
- **All transactions are strictly handled between artist and buyers.**
- You may include payment information, such as QR codes or your contact information, within your 1 page description of the show. Explain art buying procedures in this document.
 - Determine if delivery of work will occur at time of purchase or at the conclusion of the show.

❖ Closing your show

- Remove all your work by the time on your contract.
- Remove all tape or adhesive used for your labels.
- Any work left after your contract date will be donated to Flemington DIY.
- If any scratches or blemishes have occurred due to your show, please repair the walls with our supplies of patch and paint. A final walkthrough may be conducted with a DIY volunteer.
- Please let us know if you need repair supplies or you came across any other issues when closing your show.

For available wall space and gallery dimensions, [view our full floor plan](#).