

 Exhibit Guidelines and FAQs

The HAAC is an **all-volunteer** organization. We all have day jobs and do the best we can to split up the duties of an ever growing program, which means it often takes time for us to respond.

* We require the use of tacks and straight pins versus nails.
* If you must use nails we request that they be the smaller finishing nails. And understand you are going to be responsible for returning after your show to spackle/fill the holes.
* You are welcome to use our ladder to hang.
* You may not bring a cash register. If any of your pieces are sold they must remain installed until the show is over. If someone expresses an interest in a piece we will refer him/her to you for the sale. We will not take money on site.
* For tags you can make those yourself out of business cards or just paper that you cut up, it is at your discretion. We ask that these be affixed with putty or 3M strips so as to not damage the paint.
* Under **NO** circumstances is: tape, glue, hot glue or spray adhesive allowed on our walls.
* We do not provide frames for art, hanging supplies or any types of tools. You are responsible for all of those things.
* You will need to set up sometime when the gallery is already open which is Monday-Friday 10am-2pm. Should you require a time that is outside of those parameters you MUST work with the Board Member who has volunteered for your exhibit month to set up a day/time that works for him/her.
* Pieces that are included in the show outside of the parameters of the approved items can be removed at our discretion. This includes but is not limited to: violent images, nudity, images of animal cruelty, images of child cruelty, etc. We are a family friendly gallery and items of questionable content will be removed from the show at our discretion.
* We are happy to produce the marketing piece for your exhibit provided at least 2 high quality images of your work at least 3 weeks prior to the show. If you choose to produce your own flyer you must have it approved by your Board Member prior to publication. Please do not take our logo from our website or Facebook, it can be provided upon request.
* For the reception we provide all the food, set up and take down. If you want anything special you are responsible for providing those items. If you want wine, you are responsible for providing that.
* During the time you are installing we request that you keep your helpers to a minimum. No more than 2 additional people should be on-site to help install. Children under the age of 5 are strictly prohibited unless you have an adult on-site to watch him/her at all times.

Please let us know if you have further questions.