



Manchester Art Association, Inc.

Exhibit Guidelines

To provide consistency and ease of hanging for exhibit organizers, the following rules must be followed; otherwise you may jeopardize your privilege of exhibiting with MAA.

Dropping off artwork:

1. Hanging wires must be secure with minimal slack to prevent damage/injury to the artwork and public. Only artwork with proper hanging wire will be accepted (**no sawtooth hangers allowed**).
2. MAA does not provide insurance for artwork. You may want to insure valuable artwork for potential damages or loss.
3. Online registration by the artist includes agreement with MAA's standard waiver policy. An exhibit waiver form must be filled out by those not registering online and submitted at the drop-off.
4. MAA artist cards are available at the drop-offs for you to fill out. In addition, each piece of artwork should have the name of the piece, the artist's name and phone number securely fastened on the back.

Picking up artwork:

1. When picking up your artwork, please initial the exhibit list next to your name.
2. If you can't make the pick up and drop off dates and times, please make arrangements for your artwork with a friend or fellow MAA member.
3. Under NO circumstances should you pick up your artwork before the scheduled pick-up date without notifying an Exhibit Co-Chair first. A replacement piece of artwork needs to be provided for the duration of the show.