



# BAY AREA FRIENDS of the FINE ARTS

Mailing address: PO Box 16, Bayport NY 11705

Gallery address: 47 Gillette Ave, Sayville NY 11782

[www.baffa.org](http://www.baffa.org) / FB: BAFFAofLI / IG: BAFFALI

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**The Bay Area Friends of the Fine Arts is a non-profit organization funded by memberships, donations, and grants to support our mission to bring art and music to the community and beyond.**

## **Responsibilities of Artists showing in the BAFFA Art Gallery include:**

1. Artist Groups and Solo Artists exhibitions must cover the entirety of the BAFFA Art Gallery space, which consists of both rooms. Although every effort will be made to assist Solo Artists and Artist Groups in installing and dismantling their exhibitions, all artists must be able to hang and dismantle their shows.

When installing a show:

- If necessary, artists may drive up to the galley door via Collins Ave and park on the grass to unload and load their car. This is the only time any cars can be permitted on the lawn.
- Artwork displayed in front of plaster walls must be hung with acrylic or metal rods from molding just below the ceiling. **No** holes can be put in the plaster walls.
- Artists must use only the small nails or picture hangers provided on burlap-covered boards. **No** pencil marks on burlap-covered display boards at all.

When dismantling a show,

- All nails and picture hooks must be removed from burlap-covered walls.
2. Artists will be responsible for gallery sitters for the hours their show is open. Upon request and with advance notice, a BAFFA volunteer can help to sit in the gallery, but this should not be expected.
  3. Artists are responsible for any receptions they wish to host. No other part of the building may be used unless permission was granted from the Town of Islip by BAFFA. **No** alcohol or smoking is permitted in the building.
  4. Artists are responsible for carrying their own insurance for all artwork displayed. BAFFA will not insure or be responsible for missing or damaged artwork.
  5. BAFFA will provide a key to the art gallery entrance. All keys must be left in the lockbox or dropped off in person. A \$25.00 retainer will be required by all Solo Artists or Artist Groups for the key and the money will be refunded when the key is returned.
  6. All Solo Artists **must** be a BAFFA member and can join under [www.baffa.org/support](http://www.baffa.org/support) via the Gallery Artist Membership tab. All artists as part of an established art group do not have to be a BAFFA member, but are encouraged to do so.
  7. Any artwork sold during the show must remain in the gallery until the show concludes. After the close of the exhibition, BAFFA will submit the proceeds to the artist (minus BAFFA's commission) within 30 days by mail. Non-member artists of an established art group will pay a 25% commission.
  8. All Solo Artists must pay a \$25 fee via [www.baffa.org/artpay](http://www.baffa.org/artpay) for posters, poster design, and any promotional materials needed for the exhibition.
  9. All artists must allow the usage of photography during the duration of their exhibition and the posting/printing of captured photos for promotional purposes.