



# 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 / FB: BAFFAofLI / IG: BAFFALI

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**The Gallery entrance is on the south side of the building. The Gallery has two rooms, one of which includes the BAFFA office.**

**The office is open on Tuesdays and Thursdays from 10 AM - 2:30 PM, at which time visitors are also welcome to view the exhibitions.**

## **Gallery Procedures:**

- Place the OPEN flag outside the gallery door in flag mount (left side of gallery door).
- Hang the small, white wooden sign that says 'Gallery Open' under the outside large display case.
- Place the gallery directional sign to the right of the front ramp.
- Put the feather flag/banana banner on the street between the sidewalk and the road. You will need to hammer the stake into the ground. A hammer is in the yellow toolbox under the desk.
- Turn on glass cabinet lights. Turn it off at the end of the sitting.
- You may answer the phone to give directions. Lakeland Ave. becomes Railroad Ave. and then Gillette Ave. when crossing Montauk Highway (27A.)
- When you leave: All windows must be closed and locked. Blinds closed and lights out. The interior door and outside doors must both be locked.
- Bathroom is for guests only - please do not allow guests to roam the building.
- Please encourage guests to donate to help with the routine maintenance of the gallery.
- The artist is responsible for getting gallery sitters, hanging and dismantling the show and any reception.
- All trash, food, decorations, etc. pertaining to your reception and exhibition must be discarded by the artist and/or artist group.
- Please return the gallery key to the Office Manager or the Gallery Director at the close of your exhibition.

Emergency Contact - Public Safety, Town of Islip, (631) 224-5306

Gallery Director - Jeanette Leonard, (516) 445-3492, gallerydirector@baffa.org

Office Manager - Holly Hunt, (631) 589-7343, officemanager@baffa.org