



Spring Show at the Papillon Cafe Gallery

Terms and Information

Exhibition Dates: **Thursday, February 15th, 2024, to Wednesday, May 15th, 2024**

Description:

The Lamorinda Arts Alliance is pleased to announce our Spring Show the Papillon Gourmet Coffee & Tea Cafe. The show will be three months long from February to May.

Eligibility:

Open to members of the Lamorinda Arts Alliance. Membership must be current through the end of May 2024. Artwork can be 2-D only.

Location

Papillon Quality Gourmet Coffee & Tea is located in La Fiesta Square, at 67 Lafayette Circle, Lafayette. There is a metered parking lot.

Calendar

Entries accepted from **Monday January 22nd to Monday January 29th**

Notifications: Acceptance/Non-Acceptance e-mailed by **Thursday February 1st**

Delivery of Work (In-take): **Thursday February 15th at 12:30pm**

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Coffee Klatch Artwork Discussion: **Saturday February 24th, 2pm -3:00 pm**

Pick Up Work (Take-down): **Wednesday May 15th 2024, 12:30pm.**

Rules of Entry:

- All submissions must be entered through our new online registration process.
- Up to three entries may be submitted per artist and notification of acceptance/non- acceptance of each piece will be e-mailed by January 25th, 2024. This gallery is fairly small so we will be accepting 10-15 pieces of artwork depending on their size.
- Size of finished 2-D work can be a maximum of 30" in any direction including frame and a maximum weight of 20 pounds. Work must be "installation ready"; 2-D work must be framed, or gallery wrapped and ready for hanging. Flat D-ring hardware and wire must not be visible. NO saw-tooth hangers or protruding screw eyes will be accepted. The work must be clean, and the frames in good condition. Unframed canvas and panels must have gallery finished sides

with no staples visible. No wet prints. Photography must be limited editions prints, matted, and framed under Plexiglas. Artwork that is not adequately prepared will not be accepted into the exhibition. All work must be clean, solidly balanced and weigh less than 20 pounds. If you are framing an artwork on paper, under plexiglass and you are using a mat, your mat must be cut to fit the artwork. **[Print this label](#) and put the completed label on the back of your artwork upon delivery to the Café.**

- Artwork will be removed by cafe owners in order to process a sale. It should be quickly replaced by the artist with a similar style/size. The owners will deduct the sales tax and send the funds to the artist via PayPal or via check.

• Online Entry Process

Step 1: Log onto LAA's website @ <https://laa4art.org>

Step 2: Go to Members Home Page

Step 3: Enter Username and Password, login.

If you can't remember your password/username, click on the link and an email will be sent to you with password/username.

Step 4: At Members' Home page

- Select Shows to Enter under Members' Links on right hand side of the page.
- Follow the prompts to enter the show. Fill out the form, load jpgs and pay \$20 for your entries through PayPal. Membership will need to be current through the end of the show.
- Do not click the Buy button until all of your images have been entered.

If you need help entering the show, contact Samantha McNally at webmaster@laa4art.org

Tips for uploading your images:

1. Find your file on your computer so you will know where to browse to upload.
2. Upload speeds vary; please be patient during the upload process.
3. Up to three images may be submitted in jpeg format with 300 dpi and 1200 pixels (or 4 inches) on the longest side = 1 meg.
4. Submit one image per file, shown without the mat or frame.

Tips to enter your image information:

1. Don't use quotation marks with your image titles.
2. Don't use a single quotation mark (") to show INCHES.
3. Show your dimensions with decimals ($1/4 = .25$, $1/2 = .50$).
4. Show Height first, then Width. Use NUMBERS only; do not add Inches, In, or ".\
5. Do not add a \$ sign when entering the price, only use the number.

Please specify type of medium (acrylic, watercolor, printmaking, collage etc.)

When taking photos, ensure your best chance by including only the art piece itself, without the

frame or other objects. You will want your piece to be level and not appear warped.

Note: The specific work that is accepted for entry must be available for the duration of the exhibit and must look identical to the digital image you submit. No work may be substituted or exchanged.

Sales/Commission

There will be a 20% commission charged on any cash sales and a 30% commission on credit card sales. This money will be collected at the time of sale by the owners of Papillon Cafe. The cafe owners will also collect sales tax and notify the artist of the sale. The artist payment, after commission and sales tax, will be via an electronic money transfer such as PayPal or by a check.

There is a \$20.00 LAA application fee for this show.

Publicity

The Exhibit will be announced via the LAA website, email, newsletters and mailing lists. The Lamorinda Arts Alliance reserves the right to use submitted images for promotional purposes.

For additional information, contact Karen Baden Thapa at karenthapa@icloud.com