

The Landau Gallery

E. Paul Robsham, Jr. Memorial Center for the Arts

Belmont Hill School ♦ 350 Prospect Street ♦ Belmont, MA 02478 ♦ 617.484.4410

Welcome to the Landau Gallery!

We are a non-profit gallery run by the Belmont Hill School. Our primary function is to provide a good learning environment for our students by showing the best in current professional work in a top-quality setting on campus. As a school, we may have some procedures that are different from other galleries where you may have shown. This letter is simply to answer the most commonly asked questions that artists may have about how we operate.

Gallery Fees: There are none. We request a donation at the conclusion of the show equal to 20% of sales. This is a contribution to a non-profit organization and will be recognized by our Development Office for tax purposes. All donations should be made to the Belmont Hill School and clearly marked as donations for the Landau Gallery Fund. They should be sent to the Development Office, Belmont Hill School, 350 Prospect Street, Belmont, MA 02478.

Advertising: The gallery will handle sending out an advertisement card to its current list as well as a e-mailing to all current parents and trustees (over 500). We will also feature the show on our school website. A digital file for these advertisement cards must be provided to us at least six weeks prior to your opening date. It must be a high-resolution scan, with enough information to print at 300dpi, 4 by 6 inches. Any other advertising must be handled by the artist. The gallery will not incur any further advertising costs above and beyond the aforementioned though notice of gallery shows and newspaper articles about the artists showing here are actively pursued by the communications office of the school. Information for these, such as bios and notice of other shows should be sent to us at least one month prior to the opening of the opening if they are to be effective. We will contact all of the local media. Black and white reproductions of a representative piece are helpful for publication and may be sent out. We cannot guarantee their return. We will post images of the work and information about the artist and the show on the school website as soon as we can.

Opening Receptions: Opening receptions for the artists are usually held on a mutually agreed upon evening after the hanging of the show, between 5:30 and 7:30 p.m. Other times are sometimes possible. The gallery will provide tables, cups, napkins and ice. All food and drink is the responsibility of the artist. There is no restriction against alcoholic beverages beyond the dictates of common sense and the laws of the Commonwealth, though we will not serve alcoholic beverages on a weekday before the school day ends at 5.

Preparation: Artists should have their show placed and hung by the Wednesday afternoon prior to the Friday night opening. All work should be removed from the school two days after the last day of the show. Artists or their agents hang the show with our help/supervision. We will do all the lighting of the work. We will also prepare the walls for every exhibit.

Insurance: The school holds coverage for Fine Art Exhibitions up to \$25,000 pre exhibit with a \$100 deductible. The gallery will be responsible for the deductible amount in case of vandalism or theft. More information is available upon request.

Since we are a non-profit organization, we are not able to act as your legal agents in the selling of the work. Therefore, all checks for purchase of the artwork should be made payable to you and not the gallery. We will be happy to foster the sale of your work in any way we can. Purchasers may drop off checks and arrange times to pick up the work through the gallery office at any time during the normal gallery hours: 8am-5pm, Monday through Friday or by appointment. We have no policy against an artist including work that is sold or not for sale in any show, but to maintain the gallery atmosphere, we would prefer most of the work to be priced. Price lists can be copied here at the school and will be left available in the gallery. Posting prices on individual work is at the discretion of the artist.

We are available during most of the gallery hours, but you must remember that as important as the gallery, and your show are the school, we may be busy with our other duties in the classroom and library. If you need to get in touch with us, just leave a message at 617-484-4410. Together we can have a great show, so keep up the good work and we will all try to do our part.

Suzanne Kaplan and Kelly McNamara
Gallery Directors