

SAQA Regional Exhibition Policy & Guidelines

SAQA has a very robust regional exhibition program which expands the variety of exhibition opportunities available for our members. Each region is responsible for handling the details of their regional exhibition, from developing the theme, issuing the call for entry through planning the traveling schedule.

Even though regional exhibitions are separate from the Global Exhibition program, it is important to follow the guidelines outlined below. This ensures that each region has a well-thought-out plan for the exhibition and a consistent level of professionalism is maintained from initial planning to final completion.

Not a Regional Rep? If you are interested in coordinating a regional exhibition in your region, please make sure you contact your Regional Rep FIRST (www.saqa.com/rep).

PROPOSALS

The first step in planning a Regional Exhibition is to develop your Exhibition Proposal ([downloadable form](#)), which will help pull together all the necessary details. The Regional Exhibition Coordinator – regionalexhibit@saqa.com is available to advise regional representatives on completing the proposal form if necessary.

In addition to defining the requirements of the call, you will need find an appropriate venue (or venues) and develop a budget. The final step is to complete your Proposal and get it approved.

Regional Representatives (or their agents) must file a proposal at least four weeks in advance of issuing the call for entry.

Only approved regional exhibitions will be allowed to use the SAQA name and logo in their exhibition title and have access to publicity materials. Approved regional exhibitions will also have access to SAQA's umbrella insurance coverage.

VENUES

Prior to approaching a venue, send your list of potential venues to rep coordinator@saqa.com for approval. This is to avoid conflict with the SAQA Global Exhibition venues.

It is important to choose suitable venues that will display the artwork in manner that is consistent with the professionalism of our members. Venues should provide adequate insurance and appropriate security.

Each region will negotiate fees and commissions with their venues individually. Only the venue is allowed to take a commission, at an amount to be negotiated with the regional representatives or their agents, and not to exceed 50% of the sale price.

SAQA will take NO commission on sale of works, and neither can the regions, regional representatives or their agents, curators, or any other persons involved in the development or organization of the exhibition.

Regional representatives or their agents should strongly urge the venue(s) to enter into a contract with each artist (with the assistance of the regional representatives or their agents). As each region will act autonomously in their dealing with the venue, any issues that arise involving sale of works will be the responsibility of the region. Regions desiring to exhibit at Mancuso Quilt Shows must work through Betty Busby.

When an exhibition is not on display, you must ensure that all artwork is stored and transported securely.

INSURANCE

SAQA has an insurance policy on behalf of the artists in SAQA exhibitions, including **approved** regional exhibitions. SAQA will arrange to insure the artworks during the exhibition and while it travels, until it is returned to the artist. We do require our exhibiting venues to carry their own insurance as well.

To obtain insurance coverage, the curator must send a list of works and their values to the Regional Rep Coordinator, repscoordinator@saga.com after the exhibition has been selected.

The manner in which the art will be insured should also be clearly stated in the prospectus, so that individual artists can purchase their own insurance, if needed.

JURORS

If a juror is used, he or she should be independent from the exhibition. The juror(s) should be identified in the prospectus and a brief biographical statement included. The Regional Exhibition Coordinator will recommend a qualified juror upon request.

If a juror honorarium is required, it must be included in the budget. Requests for juror payments can be made online at: www.saga.com/accounting

ELIGIBILITY

The call for entry must be open to all SAQA members in the region(s). Membership must be current as of the call for entry deadline.

The inclusion of members in other regions (or who have your region selected as a second region) is at the discretion of the regional exhibition committee.

To ensure that all entries are juried equally, invited artists **MUST** be stated in the prospectus and juror artwork on display should be identified clearly as such.

CALL FOR ENTRY

After the Exhibition Proposal is approved, a Call for Entry Prospectus will need to be created. Samples are available at www.saga.com/calls or by request.

The Prospectus informs potential applicants about the exhibition requirements such as:

- Overview of exhibition theme / concept
- Juror Information (and brief bio)
- Policies and Guidelines
- Entry requirements for applicants
- Important dates
- Entry Fee

Once your prospectus is complete, complete the online form at www.saga.com/addevent. Or you can send the Prospectus (in either DOC or PDF format) to the **Regional Rep Coordinator**, repscoordinator@saga.com.

Please send the prospectus to SAQA before promoting the call to your members. This ensures that it is also available on the website – not everyone in your region will read their emails or visit a blog/facebook page.

When your call opens, confirm that entry fee is available in the SAQA Store (www.saga.com/fees). You will also receive information from SAQA about how to view payments made for the entry fees.

ART CALL

ArtCall allows artists to submit their entries online for jurying purposes. It is completely optional for regions to utilize this service – there is a \$350 minimum charge which will need to be included in your exhibition budget.

Note that ArtCall is a separate company from SAQA. For more details, contact Lisa Ellis at (lisa@ellisquilts.com).

BUDGET AND RECORDKEEPING

Regions must include a proposed budget as part of their Exhibition Proposal. Regional exhibitions must be self-funded – basically, exhibition expenses should not exceed income (entry fees and sponsorships).

Prior to seeking sponsors (using sponsors is optional), send your list of potential sponsors to repscoordinator@saga.com for approval to approach them. This is to avoid conflict with the all SAQA requests for sponsors.

Regional grant funds are available for approved regional exhibition – this requires the completion of a [grant application](#) and review by the SAQA grant committee. Contact grants@saga.com for more details.

It is expected that regions will maintain accurate financial records of all receipts and expenditures, and be prepared to share the records with involved parties. Regions must also keep accurate records of the exhibition artwork (artist contact information, title and value of each artwork) as well as the venue(s) location and exhibition dates.

It is highly recommend that entry fees be paid online via the SAQA Store. Any mailed entry fees or sponsorship income must be submitted to SAQA in a timely manner.

An online form for sending money is available at: www.saga.com/accounting. This form can also be used to request reimbursements for exhibition expenses. If you are not a Regional Rep, please contact your Rep first before using this form.

EXHIBITION PROMOTION

Once your exhibition has been juried and all the details finalized, we strongly encourage you complete the online [Event Submission Form](#). This ensures that your regional exhibition gets added to the SAQA website calendar and included in our social media channels.

While you may have completed this form before for your prospectus, we do ask that you complete it again to ensure that we have accurate venue information (dates DO change) as well as images of artwork.

If you have pictures of your exhibition at the venue, please do share them on the SAQA Members-only Facebook Group or send them to social@saga.com.

CONTACT INFORMATION

Regional Exhibition Coordinator (Betty Busby & Cynthia Levis) - regionalexhibit@saga.com

Reps Coordinator (Desi Vaughn) - repscoordinator@saga.com

ArtCall Questions (Lisa Ellis) - lisa@ellisquilts.com

Website and Payment Questions (Jennifer Solon) - website@saga.com

Contracts (Martha Sielman) – execdirector@saga.com

Grant Information (Bethany Garner) – grants@saga.com

CHECKLIST

- Review Regional Exhibition Policy & Guidelines
- Send list of potential venues and/or sponsors to Regional Reps Coordinator
- Send Completed Proposal to Regional Exhibition Coordinator for Approval
- Send Call for Entry Prospectus to Reps Coordinator. Or, complete online form submission (www.saga.com/addevent).
- Send list of accepted artists and artwork (including values) to Regional Reps Coordinator
- Complete the online event form to promote exhibition (www.saga.com/addevent)