

2D Art Wraps In Gallery Bins Updated New 2024 Rotation Procedures

No Fees & Open to all SDAG Member Artists. Coordinators: Phil Reed & Judianne Shannon
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ROTATION PROCEDURES

2D ART BIN ROTATION 'CHANGE-OUT CYCLE' NOW SCHEDULED FOR '3' TIME A YEAR

- * Artwork change-out, **1st Full Week** in **1st Month** of '3' Rotation Cycles **Jan, May, Sep.**
(*Sun, Jan. 7 - Sat. Jan 13th*) (*Sun, May 5 - Sat. May 11*) (*Sun, Sep. 1 - Sat, Sep. 7*)
- * The **3' Rotation Cycles** each **include 4-months** before next rotation.
(*Jan. - Feb. - Mar. - Apr. / May - Jun. - Jul. - Aug. / Sep. - Oct. - Nov. - Dec.*)

IDENTIFICATION OF THE 'FIVE' 2D ART WRAP BINS

2-Canvas Floor Stands.....#1-Always Bin & #5 Forever Bin / Size...16" high x 20" wide
2-Metal Baskets on Table...#2-Coulda Bin & #3 Shoulda Bin / Size...16" high x 14" wide
1-Metal Basket on Table.....#4-Woulda Bin..... / Size...16" high x 12" wide
(Only 4-pieces of 2D Artwork is allowed in 1- alphabetical, designated Bin at any 1-time)

WITH EACH ROTATION CYCLE, 2D ART WRAP BIN COORDINATORS:

- * Rotate **1st-front** artist's artwork, in each bin with name divider to back of bins.
- * All other artists automatically move forward in bins creating **new 1st-front artist.**
- * The artists' art pieces chosen from the previous rotation displayed at the Jewelry Cabinet Base & at Front Desk will be replaced back into the bins with each artist's artwork & divider, ready for pick up during new rotation.

DURING THE 2D ART WRAP BIN ROTATION WEEK, EACH ARTIST NEEDS TO:

- * Print out the current **Rotation Cycle Change-Out Form** and fill out for placement in 2D Logbook at Bins in Gallery.
- * Please list complete information: your name, date, artwork titles and price, along with medium and if original or reproduction.
- * Completed Rotation Change-Out Form is needed for artist **to remain in 2D Art Bins.**
- * **Extra Rotation Forms** are in 2D Art Logbook @ Bins, file drawer @ front desk, on Web & Google Docs.
- * Artists must change-out their artwork **within the designated 7-Day Rotation Period** or artwork will be placed in back office.
 1. Each 2D Bin Art piece needs to be enclosed in clean, clear sleeve with closure.
 2. Each 2D Bin Art piece needs to be **clearly marked with label sticker** on the outside of clear bag matching that info on your Rotation Change-Out Form.
 3. Take previous 4 pieces of 2D artwork home. Replace with 4 new pieces.

4. Majority of artists must place their 4 new art pieces together, behind name divider in the appropriate display bin determined by the largest size of the 4 pieces of art.
 5. **Only Exceptions** to this rule are the **1st-front artists in each of the 5 bins**. They are to place their 4 pieces of art together **in front of their name divider**.
- * **If a change of bins is required because of artist's largest piece of artwork,**
 1. Remove name holder on the divider in current bin and place the empty divider at the back of the current bin.
 2. Then find a new divider at the back of the new bin.
 3. Slide name holder on top of new divider in new bin
 4. Place divider alphabetically in the new bin
 5. Place all 4 pieces of your artwork with your new divider.
 6. **Contact Coordinators to let them know of bin change right away.**
 - * Artists may change-out their artwork in the bins more frequently; but, must list the changes in the 2D Art Logbook, have only 4 art pieces at a time; and **still must rotate 4 new art pieces during the '3' rotation cycles a year...Jan, May & Sep and fill out the rotation change-out form for each of the '3' rotations.**

1ST- FRONT ROW BIN ARTISTS SPECIFICS:

- * **Remember, Previous 1st-front artists**, in each bin have now been placed by the Coordinators into the very back of each bin. Take previous artwork home. Replace new artwork in **back** of name divider.
- * **1st-front artists in new Rotation period**, will now have been placed up front in each bin by Coordinators. Take previous 4-art pieces home and remember you are now to replace your new artwork in **front** of your name divider.

BACK BIN ARTISTS SPECIFICS:

- * 1-piece of artwork from 12 back bin artists will be chosen by Coordinators **only**, for visual display outside of the bins for a Jewelry Cabinet Base in middle of Gallery and at the Gallery's Front Desk.
- * The movement of the 12 art pieces enables specific back artists to have better art visibility while moving alphabetically through the bins.

EACH 2 MONTH PERIOD IN-BETWEEN THE '3' 4-MONTH ROTATION CYCLES, THE 2D ART BIN COORDINATORS, ONLY, WILL ALSO:

- * Move 1st-front artist in each of the '5' bins to the back of each bin & move the 2nd artist in line, to 1st-front position for 2 months; **so there can be 30, 1st-front artists** having front visibility during the course of one year.
- * Will choose a maximum of 4 large & 8 medium/small pieces of artwork from 12 different artists in the back of the 5 bins for visual display outside of the bins for 2 months allowing **every back artist** to have exposure outside of the bins during the course of one year.
 1. **4 Back Artists in 1-Always bin & 5-Forever bin** will each have 1-piece of artwork displayed by Coordinators at Jewelry Cabinet Base in mid gallery.
 2. **8 Back Artists in 2-Coulda bin, 3-Shoulda bin, & 4-Woulda bin** will each have 1-piece of artwork displayed by Coordinators @ Front desk in Gallery.
- * Artists are not to bring in any extra pieces. **4 only are allowed** at any one time. No matter the movement to temporary locations.