

**Art Guild of Louisiana**  
**54<sup>th</sup> Annual River Road Show 2024 Exhibitors' Instruction Sheet**

**Instructions for submitting exhibition work to the 54<sup>th</sup> Annual River Road Show 2024:**

Please read the following guidelines carefully to ensure a smooth and successful exhibition and to ensure your artwork will be accepted in the exhibit.

- **Preparation:** Submitted paintings must be framed and **ready to hang**.  
Stretched canvases do not need to be framed if they are gallery wrap canvases (staples on the back, not visible from front or side) with a minimum 1 ½" thick profile (stretcher bars) and all sides completely painted.
- **A screw-eye or D-ring/wire hanging system** must be in place on all works (no saw-tooth hangers).
- **Frames** must be plain and **non-ornate, without carved design** or other decorative elements.  
Maximum frame width is **3 inches (not 3.5)**. No liners or fillets.
- **Diptychs** and triptychs must be framed to hang as a single piece of artwork.
- **Maximum size** (including the frame) or unframed canvas is **40" x 40"**.
- **Works on paper** must be framed under Plexiglas. **NO Glass** is permitted.
- **Pastel entries only:** We recommend that pastel entries be under Plexiglas. However, pastel entries under glass will also be accepted at the risk of the artist. Neither AGL, nor the Louisiana State Archives, is responsible for breakage or replacement if framed under glass. Pastel artwork shipped under glass **must** be covered with a **glass protection product** that holds the glass together in case of breakage in transit. (available from Airfloat Systems - [airfloatsystems.com](http://airfloatsystems.com) and Masterpak - [masterpak-usa.com](http://masterpak-usa.com)).

**The maximum acceptable size of pastel work under glass is 24" in any direction including the frame.**

- **Mats** must be white, off-white, or neutral.
- **Identification:** Each work should be identified with a label affixed securely to the back of the painting. This label should include the artist's name, address, and telephone number, title of work, medium and price (or value if NFS).
- **Shipped works** must arrive in Baton Rouge **BETWEEN July 1 and July 17**, prepaid, in a sturdy, reusable carton. The same carton will be used to ship the work back to you at the end of the exhibition. **Please ship early to allow for trucking delays.**

You must also enclose a prepaid return shipping label. Work that does not contain a method of return will remain in the possession of AGL until arrangements are made, and an additional \$40 storage fee will be assessed. Any work that is left for more than 30 days will become the property of AGL.

- Address work to: **River Road Show**  
**c/o The Storage Center, Unit #753**  
**10555 Old Hammond Hwy**  
**Baton Rouge, LA 70816**
  - Clearly mark **Your Name on** the carton.
  - Enclose a prepaid return shipping label in an envelope attached to the back of artwork.
  - **Include completed Secretary of State Archives Loan form (see page 3)**
  - Enclose a check for **\$35.00 per carton handling fee** in the same envelope attached to the back of artwork.
  - Make the check **payable to AGL**.
  - Wooden crates will not be accepted. Popcorn, peanuts or other small particle packing materials are not allowed.
- Hand Delivered Works should be delivered to the Louisiana State Archives Building, 3851 Essen Lane, Baton Rouge, LA, from **11:00 a.m. to 1:00 p.m.** on Thursday, August 1. **Please complete and bring the Secretary of State Archives Loan form with you when delivering artwork (see page 3).**

**Return of Exhibited Work:**

Pickup of Hand Delivered works:

- Hand delivered artwork must be picked up on Friday, September 27 from 11:00 a.m. to 1:00 p.m.
- There will be a \$40 charge for storage of work not picked up on September 27.
- Any work that is left for more than 30 days will become the property of AGL.
- **Works may not be removed from the exhibit prior to pickup/takedown on September 27!**

Return of Shipped works: Return shipping starts Friday, September 27, 2024.

**NOTES:**

- Right of Refusal: **Art Guild of Louisiana** has the right to refuse to exhibit any work misrepresented, unsuitably framed, doesn't meet exhibit requirements or incorrectly packaged.
- Submissions not adhering to all exhibit requirements may result in two years of non-eligibility. Artists who do not deliver an artwork selected by the judge will be disqualified from participation for two years.
- Further information and questions can be directed to Leah Schwartzman at 225-205-0522, or [jleahschwartz@gmail.com](mailto:jleahschwartz@gmail.com)

**Please complete the Secretary of State Archives Loan form found on the next page.**

SECRETARY OF STATE

STATE OF LOUISIANA

LOUISIANA STATE ARCHIVES  
P.O. BOX 94125  
BATON ROUGE, LA 70804-9125  
225.922.1000  
[WWW.SOS.LA.GOV](http://WWW.SOS.LA.GOV)



NANCY LANDRY  
SECRETARY OF STATE

**INCOMING LOAN AGREEMENT**

Lender: \_\_\_\_\_ Telephone # \_\_\_\_\_

Email: \_\_\_\_\_

Purpose of Loan: Exhibition

Loan Dates From: August 1, 2024 To: September 27, 2024

Description of Objects: Painting – 54<sup>th</sup> Annual River Road Show

<u>Title</u>	<u>Medium</u>	<u>Price or Value if NFS</u>
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Lender (or Authorized Representative)	Date
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State Archives Representative	Date
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**RETURN OF LOAN**

*I hereby acknowledge that I have examined the property lent to the Louisiana State Archives in the above executed agreement and that the materials have been returned.*

The objects represent \_\_\_\_\_partial \_\_\_\_\_complete return of property lent.

Lender or Authorized Representative	Date
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State Archives Representative	Date
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