

**St. Cloud Hospital Volunteer Auxiliary
Procedures and Instructions for Displaying Artwork at St. Cloud Hospital**

Thank you for displaying your artwork at St. Cloud Hospital.

1. Your time frame to display is **January 2019**.
2. The display area is located between the Lakes and Center elevators on the 1st floor of St. Cloud Hospital, near the Fresh Harvest Café and Chapel. Artwork cannot be placed over or on electrical panels.
3. Displays can be installed Monday–Friday 8am-7pm or Saturday & Sunday 10am-5pm, please stop at the Gift Gallery to pick up the necessary supplies. If you are unable to make it during these times contact the Volunteer Office at (320) 255-5638 to make other arrangements.
4. Artists may display a maximum of once a year at this location.
5. Backings on any artwork must be secure. All artwork must be framed, including photographs. The artwork display system allows you to hang 15 - ½” thick frames, 20 – 1” thick frames or 38 wire-hung pieces. Art work may be hung 2 ways; high hooks/holders and panel and mat holders that support bottom and top edges. Please use the appropriate holders for your art work.

Each piece of artwork must have one of the enclosed cards tagged to the lower-right corner with the following information:

- a. Artist's name
 - b. Contact information
 - c. Name of piece
 - d. Price, including tax
 - e. Number of piece
6. Artist must complete the enclosed “Artist Information Sheet” and submit to the Gift Gallery, prior to installing your display. This sheet includes: Artist's name, address and phone number, and each piece itemized by number, title and price, with and without sales tax. Sales tax should be calculated at 7.375%.
 7. The St. Cloud Hospital Volunteer Auxiliary charges a 15% commission on all pieces sold. The artist will pay the commission to the Volunteer Auxiliary at the end of the display period when art pieces are removed from the hospital. Commission must be paid within 14 days.
 8. St. Cloud Hospital assumes no liability for the loss or damage of artwork. The displaying artist assumes this liability.

For additional information or if you have any questions, please call Volunteer Services at (320) 255-5638.