



October 4, 2009

Dear Urban Renaissance participants,

This letter is a follow up to our letter of September 7 and includes important updated information. Please review it carefully.

We're excited as we get even closer to the exhibition and are pleased that you will be participating. This year's exhibition as you know will be at:

**ACCI Gallery (Arts and Crafts Cooperative, Inc)
1652 Shattuck Ave, Berkeley, CA 94709**

KEY DATES: PLEASE REVIEW CAREFULLY.

October 30 – Artist/ACCI Consignment Agreement – completed and returned
October 30 -- Inventory and Labels Forms – completed and returned

Drop-off Artwork: Sunday, November 8, 11am-3pm at Revere Academy, SF
Dates of Exhibition: November 13 - December 6, 2009 at the ACCI Gallery
Opening reception: Friday, November 13, 5-9 pm
Pick up Artwork: Monday, December 7, 1-5pm at ACCI Gallery

Please include "Urban Ren" in the subject line of all email correspondence.

1. **ATTACHMENTS** include:

- **CONTRACT** -- Artist / ACCI Consignment Agreement to be completed and **returned by October 30.**
- **INVENTORY and LABELS Forms** -- completed information about your artwork - **due October 30.** Even if you have to make changes later, it helps us to input the basic data in advance.

Two other items: regarding volunteering and packing and shipping your work [please see details below] will be sent separately in a few days so we don't deluge you with too much information at once.

2. **IMAGES:** We would like to have images of your work to use for promotion now.

If you have a finished piece and PROFESSIONAL image of it, and have not yet submitted your image to us, **please do the following:**

- The image should be a 300dpi JPG or TIF file, with a minimum print size of 4x6 inches. Use a FILE SHARING site to send the image, such as **yousendit.com**. It is a free service as long as you sign up for the LITE account, not the PRO account (which costs money).
- To register, go to <https://www.yousendit.com/cms/liteaccount>
- Log back in to [yousendit.com](https://www.yousendit.com), browse for the image on your computer, and send the image to "Urban Ren" mag.exhibition@gmail.com
- In the NOTES area, indicate the Title of the piece, materials, and Photo Credit

The sooner we have images, the better we will be able to promote your work. Images should be 300 dpi so we can use them in print or on the Internet.

3. **VOLUNTEERING:** ACCI Gallery is asking that we have MAG volunteers do shifts during the show to attend to our work, to open cases to show prospective buyers, and to answer any questions. This is an excellent opportunity to discuss your work with prospective buyers (especially during the holiday season). **We will not have to handle any sales.**

The Gallery is open 11-am-6pm Mon to Sun, and volunteers will be especially needed on the three weekends, Saturday and Sunday.

So please begin to think about which days you could volunteer. **There will be a web-based sign-up to make scheduling easier; look for details to come in a few days.**

The reason is that during the exhibition, ACCI will use the front part of the gallery for their members' art. Our exhibition will be in the rear gallery. ACCI staff members will be in the front at the cashier's desk and will not be able to attend to gallery visitors in the rear.

4. **PACKING GUIDELINES** – suggestions about packing and submitting your work will be sent with the information about volunteering in a few days.

5. **QUESTIONS:** If you have any questions, please feel free to email us at mag.exhibition@gmail.com **Remember: Include "Urban Ren" in the subject line of any email correspondence.**

We are looking forward to a great exhibition.

Ron Elson
Exhibition Coordinator
Metal Arts Guild