



BAY AREA FRIENDS of the FINE ARTS

Mailing address: PO Box 16, Bayport NY 11705
Gallery address: 47 Gillette Ave, Sayville NY 11782
www.baffa.org / FB: BAFFAofLI / IG: BAFFALI

The Gallery entrance is on the south side of the building. The Gallery has two rooms, one of which includes the BAFFA office.

The office is open on Tuesdays and Thursdays from 10 AM - 2:30 PM, but the RING doorbell must be rung to enter.

Gallery Procedures:

- Place the OPEN flag outside the gallery door in flag mount (left side of gallery door).
- Hang the small, white wooden sign that says 'Gallery Open' under the outside large display case.
- Place the gallery directional sign to the right of the front ramp.
- Put the feather flag/banana banner on the street between the sidewalk and the road. You will need to hammer the stake into the ground. A hammer is in the yellow toolbox under the desk.
- Turn on glass cabinet lights if using them. Turn it off at the end of the sitting.
- You may answer the phone to give directions. Lakeland Ave. becomes Railroad Ave. and then Gillette Ave. when crossing Montauk Highway (27A.)
- When you leave: All windows must be closed and locked. Blinds closed and lights out. The interior door and outside doors must both be locked.
- Bathroom is for guests only - please do not allow guests to roam the building.
- Please encourage guests to donate to help with the routine maintenance of the gallery.
- The artist is responsible for getting gallery sitters, hanging and dismantling the show and any reception.
- All trash, food, decorations, etc. pertaining to your reception and exhibition must be discarded by the artist and/or artist group.
- Please return the gallery key to the Office Manager or the Gallery Director at the close of your exhibition.

Emergency Contact - Public Safety, Town of Islip, (631) 224-5306

Gallery Director - Jeanette Leonard, (516) 445-3492, gallerydirector@baffa.org

Office Manager - Holly Hunt, (631) 589-7343 (Tues & Thurs 10-2:30 only), officemanager@baffa.org