

# **GALLERY RULES AND GUIDELINES**

## **Exhibiting**

The High Country Gallery is a co-operative gallery. Showing work in the gallery is limited to exhibiting members in good standing. Showing privileges may be suspended upon failure to comply with the Gallery Rules and Sales Procedures.

## **Sitting the Gallery**

All individual exhibiting members are required to sit the gallery at least two half days each month or as needed. If you are signed up to sit and cannot, please find a replacement. If you do not fulfill your obligation for sitting, your work may not be exhibited the following month. In order to sit the gallery, each person must agree to the Gallery Rules and indicate that they understand the Gallery Sales Procedures. A completed Artist Bio must be submitted prior to an artist's work being shown in the Gallery.

## **Training**

New members must arrange to sit with one of a group of members selected by the Gallery Chair until they are qualified to sit the gallery on their own.

## **Display of Artwork**

Hanging and placement of work in the gallery will be done by a committee selected by the Gallery Chairman. Please do not move any work without permission of the Gallery Chair. No item valued at less than \$10 will be displayed in the gallery.

Larger artwork is to be changed out each month. A work may be re-displayed in the gallery following a one month absence. Please notify the Gallery Chairman if work is to be removed prior to hanging day. Sold works may be replaced by the artist with a piece of similar size. Contact the Gallery Chair if the size is significantly different.

All artwork for the month's exhibit must be at the gallery between 9:00 a.m. and noon on the 4th Monday of each month. Previous work must be picked up at the same time. If a member cannot make the drop off time, they can make other arrangements with the Gallery Chairman.

## **Paintings**

Paintings must be properly prepared for hanging. Screw eyes on back of the artwork should be placed 1/3 (from the top) of the side measurement. The middle of the picture wire should not be less than 3 inches from the top of the frame when stretched for hanging. **NO SAWTOOTH HANGERS OR STRING.** Artwork should not be secured in the frame by duct tape or other visible tape. Mats must be clean and evenly cut with paintings secure in the frames. Unframed paintings done with a "gallery wrap" are acceptable. Paintings must be dry and dusted front and

back. All work must be of suitable subject for hanging in a family gallery. All work must be original and may not be copied from another artist. Work created from a photograph taken by another individual must be done with permission and credit given. Artwork done in a workshop or class must be labeled on the piece or on the artists' description card as such.

Size may be restricted depending on space, at the sole discretion of the Gallery Chairperson. You may hang 3 or 4 smaller paintings depending on space available. No framed prints or Giclee prints will be hung. Limited unframed work will be exhibited.

### **Fine Crafts**

The previous month's higher ticket items should be changed out on hanging day. Size and number of items may be restricted depending on space, at the sole discretion of the Gallery Chairperson. If the work requires a display stand, the artist should provide it. If the stand is to be included in the sale of the art work it must be noted on the item and on the artist's inventory card.

### **Commission**

A 20 percent commission will be collected for all work sold in the gallery, or sold as a result of having been displayed in the gallery. EXAMPLE: A painting hangs in June and someone sees it and comes back in July after the picture change and wants to buy it. The artist is contacted and the painting sold.

A 20 percent commission will be collected for work sold at outdoor sales on gallery grounds, in a NEAFAA sponsored booth at the July 4<sup>th</sup> Show or other venue or sold as a result of being shown on the NEAFAA website.

### **Responsibility**

Neither the Northeastern Arizona Fine Arts Association nor the Lessor of the building are responsible for loss, damage of any kind or theft of any work in the gallery.

**July10**