**GALLERY RULES AND GUIDELINES**

**General**

The High Country Art Gallery, hereinafter referred to as‘Gallery’, is a co-operative show place for art and its success is based on artist volunteerismand camaraderie. The Goal is to offer original art and gifts created by local member artists, for sale to the community.

Displaying art in the gallery is limited to members 18 years of age or older and in good standing.Each artist is required to staff the Gallery 8 hourseach month or as needed, and is required to submit a complete Artist Bio prior to exhibiting. All art must be juried by the Gallery Chair (GC) and/or Gallery Team (GT) prior to exhibiting. The GC reserves the right to refuse to exhibit artwork.

**Gallery Operations**

All exhibiting members are required to staff the gallery at least **8** hourseach month or as needed. If you are signed up to work and cannot, it is your responsibility to find a substitute. If you do not fulfill your obligation for staffing, your work may not be exhibited the following month.

New members must arrange to be trained by one of several experienced members selected by the GC until they are qualified to staff the gallery on their own. New members must agree to the Gallery Rules & Guidelines and demonstrate they understand the Gallery Sales Procedures.All members should have refresher training on gallery sales procedures at least once a season.

The Gallery Chair (GC) and Gallery Team (GT) are responsible for uploading inventory information into the POS (Point of Sale) system before each Design Day. It is the artist’s responsibility to provide accurate and complete inventory information to the GT in the acceptable electronic format. Training and assistance with inventory will be provided to artists needing help by the GT, by appointment, using the gallery computer.

Placement of work in the gallery will be done by a committee selected by the (GC). The committee shall be known as the ‘Gallery Team’ (GT). The 3rd Monday of each month shall be referred to as Design Day (DD)

ONLY the GT or GC is authorized to move, re-arrange or change displays in the Gallery.Exhibiting privileges may be suspended upon interference with the placement of art by the GT. Exhibiting privileges may be suspended upon failure to comply with the Gallery Rules and Sales Procedures.All exhibits are to remain in the Gallery for one month. Artists must have permission of the GC if work is to be removed prior to the next DD.

All artwork for the month's exhibit must be at the gallery between 9:00 a.m. and noon on DD. Previous work must be picked up at the same time. If a member cannot make the drop off time, they must make other arrangements with the GC. No item valued at less than $5. will be displayed in the gallery.

Artists’ inventory updates must be submitted to the GC/GT by the Thursday before each month’s DD. It is the artist’s responsibility to verify that their exhibits have been priced accurately and entered into the POS System correctly. Please check your exhibits after DD. There is no space in the gallery for storage, therefore undisplayed art for the month must be removed from the gallery.

**Two-Dimensional Artwork**

All 2 dimensional artwork will be changed out each month and may be re-displayed in the Gallery following a one-month absence. (at the discretion of the GC)

Sold work may be replaced by the artist with a piece of similar size. Contact the GC if the size is significantly different. Leave replacement piece for display by the GC/GT. Include new information for display card and attach barcode sticker with SKU and price on the replacement piece. Make sure your replacement art is in POS system inventory. Artists should plan ahead with replacement art in case you have sales.

Two-Dimensional Artwork must be properly prepared for hanging.

* Screw eyes on back of the artwork should be placed on the side, 1/3 of the side measurement down from the top.
* The middle of the picture wire should not be less than 3” from the top of the frame when stretched for hanging.
* NO SAWTOOTH, STRING OR FLIMSY HANGER.
* Artwork should be professionally secured in the frame.
* NO DUCT TAPE OR OTHER VISIBLE TAPE.
* Mats must be clean and evenly cut with paintings secure in the frames.
* Paintings must be dry and dusted front and back.

2D ARTWORK NOT MEETING THESE REQUIREMENTS WILL NOT BE HUNG.

Unframed paintings or other art work done with gallery wrap are acceptable

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. Artwork done in a workshop or class must be labeled on the piece or on the artists’description card as such. Work created from a photograph taken by another individual must be done with permission and **credit given per copyright laws.**

Size may be restricted depending on space, at the sole discretion of the GC/GT. Artists may submit 4 to 5 pieces of artwork, depending on space available and at the discretion of the GC. No framed prints or Giclee prints will be hung, unless the print or Giclee is from the Artist’s original work, and must be labeled as such. Unframed prints and photographs must be backed with backer board, optionally matted and in a cellophane wrap/bag to keep it protected and in good condition for sale.

**Fine Crafts & Gift Items**

The previous month’s fine crafts should be changed out monthly if possible. Size and number of items may be restricted depending on space, at the sole discretion of the GC/GT. If the work requires a display stand, the artist should provide it, with approval by the GC. If the stand is to be included in the sale of the artwork, it must be noted on the item’s display card and in the POS.

Gourds and other fine craft that require hanging must use appropriate material for a customer to hang the art. All hanging apparatus must be professional and meet the approval of the GC/GT.

Gift items such as printed cards, ceramics, tiles and apparel, etc. must be based on the exhibiting member’s original work. These items may be restricted depending on quality and space available, at the discretion of the GC.Items such as note cards, pottery, jewelry, weaving, etc. may remain on exhibit longer than one month. The intent of this language is to encourage all artists to change-out their exhibits in effort to provide customers with a fresh selection. The GC/GT reserves the right to determine if exhibits require refreshment.

Cards and other paper items should be packaged in cellophane bags in order to keep items clean, organized, and to avoid being damaged by handling.

**Commission**

A 25 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 is displayed in June, someone sees it and comes back in July after the gallery change out and wants to buy it. The artist is contacted, the art is sold – the Gallery receives the commission. This applies to the current season.

A 25 percent commission will be collected for work sold at outdoor sales on gallery grounds, or in a HCAA sponsored booth or sold as a result of being shown on the HCAA website.

**Responsibility**

Neither the High Country Art Association nor the Lessor of the building is responsible for loss, damage of any kind or theft of any work in the gallery.

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