

## Artisan Center Gallery General Guidelines

### Art Requirements

- All art must be the Artist's original work, or copies of the Artist's original work, and shall be for sale.
- Artwork must be securely and suitably framed with screw eyes or D-Rings firmly attached to the frame itself, not to the backing. No clip frames, taped frames, or sawtooth hangers.
- Gallery-wrapped canvases can be submitted unframed, but edges must be finished with no visible staples, tacks, or tape.
- The back of each piece should be clearly labeled with the Artist's name and the title of the piece.
- Artists who cannot deliver their work in person may ship their pieces to the Gallery. Artist will be responsible for shipping charges to and from the Gallery. A return prepaid shipping label should be provided along with the artwork being shipped. All accepted works must be shipped in sturdy, reusable packaging. Gallery will retain any packaging used to ship Artist's work to Gallery and use it for the return of any unsold works to Artist.

### Artist Requirements

- Before work is sold at the Gallery, the Artist must sign and deliver to the Gallery the Art Show Agreement, Indemnity, and Release of Liability to which this Exhibit A is appended.
- It is the Artist's choice to arrange insurance coverage for their work, and Artist's sole responsibility to procure and maintain such insurance should Artist elect to obtain such insurance.
- Artist permits the Gallery to use photographs of the Artist and the Artist's work, Artist's name, likeness, and/or bio/tagline in Gallery communications and advertising material for promotional purposes.
- Artist agrees to adhere to the submission and pickup deadlines outlined for each exhibition. When an exhibition ends, any unsold artwork not retrieved within 30 days of the end of the exhibition will become the property of the Gallery, and Artist shall receive no benefits from its sale.

### Gallery Responsibilities:

- Gallery will retain 20% of the sale price of the Artist's work as Gallery's commission.
- Payment will be made to Artists for works sold within 30 days of the close of the exhibition. Artists with annual payments of at least \$600 will receive a 1099-MISC or 1099-NEC, as applicable.
- Gallery curators will select artists and work for an exhibition based on the Artists' submitted entry form. Art will be judged on craftsmanship, finished details, and appropriateness to exhibition theme.
- Artists will be notified if they are selected for an exhibition, or not, by the date listed in the call for submissions.
- Gallery will not be responsible for damage or theft of art.