

# **LRAA Art Gallery**

## **Exhibiting Artwork**

Any artist who is a member of LRAA will be permitted to exhibit their art. We accept art in many different mediums including photographic artwork.

Each artist will be a gallery sitter for two 4-hr. shifts twice every 4 weeks or an 8-hr. shift once every 4 weeks. If a sitter does not show up at the assigned time, they may not be allowed to continue in the gallery.

A non-refundable monthly fee will be paid by the artists, however there will be no commission charged when art is sold. The fee will be \$25 per month for a full panel, \$20 for a 3/4 panel, of \$50 for a double panel. The first month the fee will be paid before the artists can display art.

We do not charge a commission on artwork sold. Credit card fees of 2.75% , when applicable, will be deducted from the artist's share of the sale. There is no fee for cash or check sales. Checks to the artists for sales in each month will be mailed no later than the 15<sup>th</sup> of the following month.

LRAA will not insure the artwork. Artists will have to provide their own if they want insurance.

Provided that you can get your gallery sitter duties done, you may work on art projects while you are sitting. It might even help to bring in customers! However, only bring in projects that can be interrupted since your first responsibility is to pay attention to customers.

We are a "family friendly" gallery and artwork must conform to regulations for any other public building: no nudes or depictions of violence or anything of a sensitive or offensive nature.

### **Inventory Sheets**

Any artist who has artwork of any kind including note cards, prints, or unframed originals in the bins must list these items on inventory sheets which are kept in the sitter's notebook. When one of these items is sold, the sale will be noted on the inventory sheet.

### **Space Set-up**

1. Leave the top two slats empty to allow enough room for your name sign.
2. To attract the most customer attention, each exhibit space will have one "featured" painting (two, if small) at eye level. Other paintings can be hung above or below that painting.
3. Do not hang paintings that are so large that they go outside your space.
4. The artist's bio will also be displayed in the "featured" space.
5. Fill out and put a tag on each piece.
6. Fill out your inventory list in the Gallery Sitters' notebook.
7. Artists are encouraged to change their featured paintings frequently so that customers will focus on different artwork the next time they come in.

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Artist's Signature

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Date