

Sales terms and guidelines for exhibiting art work in the Member's Gallery Shop

Guidelines for submitting and displaying work:

- All work must be original and solely executed by the artist. For collaboration, all artist' names should be listed. No work from kits or purchased patterns. Work will be reviewed for its' originality, level of craftsmanship and presentation.
- Work must be ready to display or hang. Two dimensional work should be cleanly mounted and framed with a hanging wire in back. We are not obligated to display work that does not meet this criteria. All media is acceptable including fine crafts.
- All artwork should be labeled on the back with your name/initials and code number, phone #, media, title, and price.
- For small works, or crafts, and inventory/code number and price should be attached securely. The artists initials plus a number is preferred (i.e. CS-1, CS-2, CS-3, etc.) Artwork should also be entered on an inventory sheet and included with your submission and should match the information on the items tag/label. For first time exhibitors, a "Hold Harmless" agreement should also be completed and submitted. All forms are available at the Newark Arts Alliance.
- Work can be submitted during regular hours and will be stored until the gallery committee meets to review it the fourth Wednesday of each month, at which time it will be put on display. Artists will be notified if their work is NOT accepted. Maximum display time for specific artwork is 3 months, at which time artists will be called to pick up their work. Artists must pick up work promptly when notified to do so. Items left more than 1 month after the first notification will be considered donated to the NAA.
- Complete an artist's inventory sheet from the members gallery binder and place the entries and the accompanying inventory sheet in the art storeroom. Package small or fragile work carefully and label the packaging with your name and phone number. We will make every effort to save packaging materials for re-use when picking up work when cycled out of the shop.

Commissions:

Members: Artists who have joined the NAA by the time the work is dropped off for a show.

Non-working members

Sales will be divided at 30% to the NAA, 70% to the artist.

Working members

Sales will be divided at 20% to the NAA, 80% to the artist.

To be a working members you must volunteer at least one monitor shift per month, or a total of 4 volunteer hours for every month you are exhibiting. To learn more about volunteer opportunities, contact the NAA.

Payment for artwork sold:

Checks will be mailed out in the month following the art sale with a statement listing the sale and commission. If volunteer work time has not been logged by that time, payment will be made at the non-working rate.

To learn more about becoming a member of the Newark Arts Alliance or about other programs that are offered, call the NAA at 302-266-7266 or visit our web site www.newarkartsalliance.org for more information.



Newark Arts Alliance

"developing community through the arts"

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Delaware Division of the **Arts**

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