

**GUILD ART GALLERY  
Hopkinsville Art Guild  
108 E. 6<sup>th</sup> Street  
Hopkinsville, KY 42240**

**GALLERY OPERATION POLICY  
Revised February 2, 2015**

**PURPOSE OF GALLERY:**

The purpose of this Gallery is to provide opportunities for the Hopkinsville Art Guild members and their invited guests to exhibit their original, visual art in a professional venue.

**REQUIREMENTS FOR EXHIBITING IN THE GALLERY:**

- 1) Must be a current Hopkinsville Art Guild Exhibiting member in good-standing.
- 2) All exhibiting members **must** work a minimum of 6 hours per month at the gallery.
- 3) All artists must complete and sign a waiver (Consignment Agreement) which lists all works exhibited and states the Guild will not be responsible for damage to works or theft while on display. This agreement should be placed in the Gallery Inventory notebook located in the Gallery. The artists may want to have their own insurance for damages or theft.
- 4) All works should be original work and created by the exhibitor. No kits should be used. Classic art which is copied must identify the original artist as well as the local artist. All work on exhibit must be available for sale.
- 5) Paintings must be suitably framed and ready to hang with wire hangers only. No serrated or saw-toothed hangers are accepted. Wire strength should be sufficient to support the weight of the piece. The maximum weight accepted for hanging is 30 pounds. Frames containing glass must be sturdy and secure.
- 6) Canvases that have a gallery wrap are acceptable for hanging only if the painting image continues around the edges or the edges are painted. A wrapped edge should have no raw edge or staples visible. Canvas boards must be framed to be hung. Photographs should be properly matted & framed to be displayed on walls.
- 7) Bins or shelving will be available for unframed canvases, photos, watercolor pieces and reproductions. All works must have identification tags on the back and reproductions should include the method of reproduction such as: print, lithograph, photocopy, etc.

- 8) Each work must be signed by the artist. All pieces must be labeled on the back of the work to include Title of Work, Name of Artist, Price and Medium. Computer generated display labels will be provided by the gallery once a quarter.
- 9) Artists may display three-dimensional art. Safety and liability will be considered when accepting three-dimensional art for exhibit.
- 10) Inventory Notebook should be kept up to date with Consignment Agreements signed. Each artist will list each of their pieces on their inventory sheet. The artist will initial the same entry when it is removed from the gallery other than by sale. Please write or print clearly.
- 11) Hopkinsville Art Guild maintains the right to reject works which are viewed as offensive to the general public.

### **GALLERY DISPLAY POLICIES:**

- Exhibiting members may hang up to **4 medium-sized works averaging 16" x 20" or 1 large 30" x 40" piece plus 2 medium-sized works on a quarterly basis.** The minimum size to be hung is 11" x 14" including the frame.
- The exhibitor will be allowed to change out hanging pieces during the quarter provided they do not disturb the other pieces, make their own wall card(s), and update their inventory log sheet.
- Wall pieces are to be hung a minimum of 5 inches apart.
- If a wall piece is sold, another piece should be hung by that artist for the remainder of that quarter. Empty wall space should be left open for artists to replace pieces sold within a timely manner.
- Shift workers will call the artist about the sale of hanging works during their shift, so that the artist may bring replacement piece.
- Artists must submit different hanging works for each quarterly exhibition. Previously exhibited works may be resubmitted every other quarter.
- Smaller pieces are to be displayed on table easels. There are a limited number of table easels in the gallery, so you will need to provide your own. Please label your easel with your name and whether or not it is for sale with your art.
- Exhibits of pottery, jewelry, sculpture, and wood crafts will be changed out at the discretion of the artist, but please don't over crowd displays. Your work will be arranged along with other art in the gallery.
- Miniatures or table displayed pieces may be exhibited indefinitely.

Art exhibits of members' work will be changed each quarter. Members will receive an e-mail reminder two weeks in advance of the change-out dates. Prompt delivery and pick up will be required as there is no storage space available. The quarters are:

- January, February, March
- April, May, June
- July, August, September
- October, November, December

#### **EXHIBITORS CONTRIBUTIONS:**

- 1) Commissions will be taken on artwork sold at the Guild Gallery and not on sales made at the Chamber of Commerce or JSMC or the L&N Depot. Kentucky Sales Tax will be added at the time of sale.
- 2) Proceed checks will be mailed to artists by the 15<sup>th</sup> of the next month for any sales completed during the previous month.
- 3) Volunteers will be responsible to find their own replacement if unavailable to work during their scheduled time each month. Volunteers will be responsible for a variety of jobs during this work time.
- 4) Exhibiting members are expected to donate art works for various special occasions during the year to help with gallery operational expenses.

#### **GALLERY USES & GUIDELINES:**

1. **Classes or Workshops which are not offered as Guild Sponsored** - The Gallery may be used by Guild members to conduct classes, workshops, and art related or community meetings. A member should submit the request to the Hopkinsville Art Guild executive board for approval. This member will be responsible for opening, cleaning and closing the Gallery. Those members teaching classes in the Gallery will be asked to contribute 10% of the fees collected. All art supplies needed by students will be the responsibility of the teacher. The teacher is responsible for cleaning up after their students including all sinks and tables and the floor. Protective covering should be placed on the floor and tables if paint is used.
2. **Meetings** or activities with no income will be considered a marketing opportunity and there will be no charge but approval must be received prior to the event.
3. **General Housekeeping Rules:**
  - If you mess it up – please clean it up.
  - If oil paints are used in the gallery, odorless mineral spirits are required. Take your trash with you when leaving the gallery.
  - If you use paint or anything else that you could drop on the floor, use a drop cloth and clean it up when finished.

- Put all food or other items in the garbage bags – not the sink – and take it home with you or out to the outside dumpsters in back.
- Make sure the coffee pot & appliances are turned off and cleaned.
- Housekeeping Chores - Check the **Jobs List** each shift and initial the jobs you complete during your shift. If you work the last shift Saturday **empty the garbage cans and take it to the garbage dumpster out back.**
- **Lock the Door** - Please do not leave the gallery unattended without locking the door.
- Bring your own food and drinks so you do not need to leave to get anything. The restaurants on 6<sup>th</sup> street will deliver an order to you if you call it in.
- Leave the floor lamp turned on when leaving the gallery.
- Notify the gallery coordinator if supplies are needed. Call or email the coordinator, do not leave notes at the gallery as they may not be read for a long time.

#### 4. Gallery Sales

- Do not let customers take things out “on approval” without first checking with the artist.
- The work does not leave the gallery until it is paid in full.
- All credit and debit cards are accepted. Follow the instructions on the clip board to do the credit card sale. Make sure you get the name, address, and phone number of the customer on the sales slip and write “Credit Card” or “Charge” on the slip.
- Follow guidelines on the **sample sales slip** and complete the slip completely. **Make sure you put the artist’s name on the slip so that they can be paid for their work.**
- **Money Box** – Take it with you if you go to the restroom. At the end of each day count the amount and put the cash box in the filing cabinet under the table.