



CITY LIGHTS ART GALLERY AND GIFT SHOP RULES as of 07/01/18

City Lights Artists' Co-op membership is \$40 per year. Co-op Members who wish to display and sell their artwork in the Gallery and/or Gift Shop are known as "Exhibiting or Gallery Members" and must adhere to the following gallery rules:

1. **Exhibiting Fees:** Exhibiting Fees are due and payable at the inception of each quarter in which you participate. (Panel fees are shown below in #6 Allotted Space). Members who exhibit in the gallery do not have to pay a separate fee to also exhibit in the gift shop.
2. **Commission:** The gallery will retain 20% of all sales in both the gallery and gift shop. Artists are paid their 80% of the sales at the end of each month.
3. **Gallery Sitting:** Exhibitors are required to host/sit in the gallery nine hours per month for a full panel or six hours for a half panel. Members exhibiting only in the gift shop are not required to sit. Gallery hours are Tues. - Sat. 10:00 a.m. until 4:00 p.m., and Sun. noon to 4:00 p.m. You must sign up for three months at the beginning of each quarter. If you have a preference of days, you may schedule your request with the Gallery Director. The sitting time may be split into two or three half days per month. You will be trained in the alarm system and the sales procedures. A Sitter's Guide is available in the Sales Record Book for future reference. It is the member's responsibility to find a replacement or someone to switch work days when there are conflicts during the scheduled period.
4. **Inventory:** Exhibiting artists must maintain an inventory of their artwork displayed in the gallery and/or gift shop. Artist Record Sheets and removable stickers are available at the gallery and will be used to identify each piece with artist number, inventory number, title, medium, size and price.

5. **Certificates of Authenticity** must be included with each piece of art including reproductions. Notecards are excluded. Generic certificates are available for your use at the gallery and on the website.
6. **Allotted Space – Gallery:**
 - a. **A full panel**, \$40 due at the beginning of the quarter, consists of 1,900 square inches of hanging space for framed artwork (measured from each outside corner of the frame), 15 matted and sleeved pieces (originals or reproductions) and 25 sleeved notecards.
 - b. **A half panel**, \$20 due at the beginning of the quarter, consists of 950 square inches of hanging space for framed artwork, seven (7) matted and sleeved pieces and ten (10) notecards.
 - c. **Measurements:** Measure both the length and width from the outside of the frame. To determine the size of each framed piece in square inches, multiply the length by the width. Add the total square inches to determine the number of pieces you may hang. This has been found to be an equitable way to ensure that one artist does not occupy more gallery space than another.
7. **Allotted Space – Gift Shop:** Items to be exhibited in the gift shop, at \$20 per quarter, must be fine art in nature, not crafts. Sculpture and other three dimensional art and original handcrafted jewelry will be accepted by the gallery director as space is available.
8. **Exhibition Period:** Exhibit periods normally coincide with calendar year quarters, i.e., January to March, etc. Artwork is accepted quarterly and must be displayed for the entire quarter. It may be changed out every quarter, but must be fully changed out at the end of the 2nd quarter (every six months). A new Artist Record Sheet must be submitted with each full change out. Items exhibited in the gallery shall not be removed unless sold. However, during major outside art shows, pieces may be removed for display at the show. Exhibitors shall provide a replacement piece and update the Artist Record Sheet on file. Prices may not be changed during the exhibition period. The Exhibition Period may be adjusted if City Lights Art Gallery is hosting a juried show or other event. In that case, Exhibit Fees will also be adjusted.
9. **Jurying Process:** All artwork presented must be in compliance with the minimum requirements listed below. Each piece will be judged by the gallery director. If a piece is disallowed, the artist may replace it with another. The gallery director will discuss this privately with the artist.

10. **Minimum Artwork Requirements:** All work must enhance the quality of the gallery and will be juried in accordance with the following:
- a. No pornography, obscenity or depictions of human violence
 - b. All framed art must be wired for hanging – no sawtooth or other types of hangers. Some hanging supplies are available for purchase at gallery.
 - c. Frames must be in good condition, without splits, cracks, scratches, etc.
 - d. Mats must be clean, cleanly cut and with appropriate backing
 - e. Glass/acrylic must be clean, secure and without scratches
 - f. Artwork must be properly mounted in frames – no masking tape permitted
 - g. Sculpture may be presented with its own pedestal or mounted on what is available in the gallery
 - h. All artwork must be original, based on the artist's own sketches, photos, etc. – no copies of copyrighted work will be allowed (all previously published works are copyrighted)

11. **Hanging:** The arrangement of your artwork in the gallery will be at the discretion of the gallery director so that it is pleasing to the eye of the viewing public; therefore your pieces may not necessarily be located together.

12. **Biography:** Your personal, type-written biography will be kept in a binder at the sales desk for buyer reference. Please include information such as, name, medium, education, prior exhibits, awards, web site address, and other applicable information.

13. **Quarterly Notice:** It is necessary that you notify the gallery director 30 days in advance of the next quarter if you **do not** intend to remain in the Gallery for the next quarter.

Application and Required Forms can be found at CityLightsArtGallery.com:

- Gallery application
- Hold Harmless Agreement
- **Certificate of Authenticity**
- Artist's Record (Inventory Sheet)
- Wiring Instructions