

Falling Rivers Gallery

MEMBER HANDBOOK

RULES AND GUIDELINES FOR ARTISTS

1. The Gallery is managed by an Executive Committee of members lead by an elected Gallery Director. Review the Operating Policies for a description of this committee and their responsibilities. All minutes from Executive Committee and quarterly meetings are posted in the gallery to inform members of decisions, actions and policy changes.
2. Gallery Members must maintain membership in the Stanly Arts Guild renewed annually.
3. **ALL ART WORK MUST BE ORIGINAL.** No craft kit items are permitted. We only accept fine and high quality traditional crafts. No reproductions of others work. We do accept prints made from your own work and note cards of original design.
4. **New art must be juried.** This includes new art forms for exhibiting artists. The Jury will convene as soon as reasonable to review new work. Approval is by majority vote of the Jury committee. Jury forms are available from the Gallery or downloadable from the website. Artists will be notified the results of the jury process in writing and record of the process is kept on file for all member artists.
5. Artists will be assessed a **\$60 for 3 months invoiced on the 1st of March, June, September, and December with a due date of** January 1, April 1, July 1, and October 1. This fee may also be paid biannually or yearly. Make checks payable to “Falling Rivers Gallery.” Dues will be considered past due on the 15th of the stated payment month. Members who are behind in payment of dues will be contacted however any member who remains behind in dues payment for one month will have their work removed from the sales area and placed in the storage area pending either payment of dues or pick-up.
6. Each artist will be allocated a reasonable space for their chosen medium, either 8 linear feet of wall space (equivalent to 1 column or 2 panels), approximately 40 sq. ft. on the showroom floor, or one jewelry case. Print racks, greeting cards, window displays and the area above the wall area is available to all member artists and is not included in the allocated space. Artists seeking an additional allocated space will be assessed another \$10/month and must have prior agreement from the Gallery Director.
7. Members who have joined before 1/1/2012 will be allowed to split an allocated space and therefore will be assessed ½ rent per quarter. However, each member is required to meet the staffing requirements.
8. The gallery will not exhibit your art until all parts of your paper work are in and dues are paid.

9. A 12% **commission** is deducted from the selling price and goes to cover the operating expenses of the gallery including credit card fees. The Gallery will collect sales tax and remit it to the state. Reimbursement for sales will be available for pick up no later than the 15th of the month following the sale.
10. All displayed work must be either for sale, or for orders taken. Artists are encouraged to rotate their work in and out of the gallery every few months. **Items displayed for over one year must be removed.**
11. Members are required to **work in the gallery for a minimum of 8 hours or 2 shifts a month**. Failure to meet this requirement for 2 consecutive months without prior approval will result in removal of your work. There will be no refund of paid dues.
12. Members choosing to leave the gallery are requested to give 30 days notice to the Gallery Director. There will be no refund of paid dues.
13. Arrangements will be made for juried artist members who wish to display/sale their work in the Gallery without the requirement of staffing the Gallery. Artists wishing to make this arrangement will be charged \$180/quarter for a standard allocation of space (see item 6) and must give 60 days notice if they choose to pull out of the Gallery.
14. The Gallery Design Committee is responsible for hanging work for the windows and community spaces. Artists may place work in their allocated space. The Design committee reserves the right to use your work in the windows and general spaces for the enhancement of the gallery, and adjust your display to improve the overall esthetic of the Gallery. Materials, colors, and props as well as signs must meet the approval of the Design Committee prior to setting up a display.
15. Stanly Arts Guild is a non-profit public service organization. We will host programs for small children and a variety of community and faith based organizations. As you select your work for sale, consider our viewing public so as not to offend our guests. The Jury Chairman could ask you to remove any piece deemed inappropriate for our gallery.
16. Artists are responsible for preparing and updating their inventory sheets with address, phone numbers, and inventory changes. Artists must also tag their items in an attractive and consistent manner with the artist number, inventory number, name and price as a minimum.
17. Although all work will be treated with great care, the Falling Rivers Gallery and the Stanly Arts Guild cannot be responsible for theft, breakage, or damage.
18. Special orders and commissioned work that are made as a result of your direct involvement and promotion in the gallery are to be processed through the gallery and are subject to the same commission rate.
19. Any work or display items left behind upon departure or jury submission will be considered "abandoned" after 30 days and will become property of the Falling Rivers Gallery.

MEMBERSHIP RESPONSIBILITIES

Those seeking membership shall apply to a jury composed of the Falling Rivers Gallery members and headed by Jury Chairperson.

New Members to the Gallery will be in a probationary period for 3 months upon receipt into the Gallery. During this period, members are assessed by the Director as to their competency to carry out their responsibilities, ability to work with other members and meet the expectations needed to represent the Stanly Arts Guild in this venue. The Gallery Director reserves the right to not renew artists who fail to demonstrate these core competencies at this review point.

1. A member shall pay his/her Stanly Arts Guild membership fee upon acceptance into Falling Rivers Gallery.
2. Once accepted, artists shall pay a quarterly display fee to Falling Rivers Gallery.
3. A member must work the required shifts each month staffing Falling Rivers Gallery.
4. A member shall make or compose his/her own craft.
5. Members are responsible for presenting new mediums for jurying prior to display and inventorying into the gallery.
6. Members must maintain consistent quality in craftsmanship.
7. Members must comply with policies and procedures.
8. Members should present a professional appearance and demeanor whenever they are representing the gallery to the public.
9. Members should supply an artist biography for display in the gallery and for marketing and promotion.

GUIDELINES FOR INVENTORY AND DISPLAY

We seek to offer quality products in professional displays. To insure uniformity throughout the Gallery follow these guidelines.

The Director may assign a new member a display space that fits the volume of work already displayed at Falling Rivers Gallery. Each member's space will not be equal but adequate for displaying that member's work. Members should maintain a 'full look' in their assigned display areas at all times. Periodically, the gallery management will rearrange displays and/or artwork at their discretion in an effort to refresh the space. There is no guarantee or reserving of gallery space.

1. The artist must assign a number to every art item or group and list it uniquely on the inventory sheet or the inventory sheet for duplicate items. It is impossible to ensure that you will be compensated for sales otherwise. Please note the date including year when entering items on the sheet. Print in a clear hand. Consolidate entries to one or two sheets if possible. Store used up sheets in the old the hanging folder labeled for that purpose.
2. Frames and glass must be clean and sturdy. For secure hanging, we require proper wiring. No monofilament line. No saw tooth or cardboard tag hangers. No raw glass edge frames.
3. Matted work is to be secured with shrink wrap or acetate sleeves that fit tightly.
4. Completed Gallery Tags are to be secured to the right front bottom corner of all flat work. We also suggest you tape information on the back showing artist's name, inventory number (artist number-item number), and price. Flat artwork must use the tags provided by the gallery for consistency.
5. Note cards must be in appropriate sleeves (foldover or zip lockable style) available from craft and art supply companies -- not in sandwich bags. The sleeves should fit tightly or be adjusted to proper size. Sets of multiple cards should be in boxes or tight sleeves.
6. Jewelry artists are responsible for supplying boxes or organza bags for the purchase of their items.
7. The gallery Executive Committee has the full responsibility to decide acceptability and appropriateness of display spaces and to enforce all display rules.

INSTRUCTIONS FOR INVENTORY and TAGS

Print all information in a clear neat black pen to assure the public can understand your price tags and Gallery artist members and volunteers can credit/inventory your account accurately.

Inventory Sheet

1. Fill in your artist number assigned when your work was juried.
2. Fill in all contact information.
3. List each piece of art, large and small, with corresponding number, description and price.
4. The "Inventory Sheet for Duplicate Items" can be used for multiple items that are indistinguishable in price and description. We shall call them a GROUP. Each GROUP shall use the same item number and price and be delivered on the same date. For continuity and simplicity, all GROUPs should be assigned a 4 digit item number greater than 2000. The number of columns to the left of the description should correspond to the number of duplicate items delivered. If the number is less than ten, "X" out the remaining columns. If the number of duplicates is greater than 10, additional rows may be used.

Big Tags-for Wall Art

1. Enter the appropriate piece number on the tag which consists of the artist number - the item number, title of the work, medium, artist name and price.
2. Keep in mind this tag represents you to the buying public...keep it clear and readable adding in all the information.
3. Attach the card to the bottom of the right front corner of the glass or frame.

Small Tags

1. Small tags are intended for 3D work and small art object.
2. Enter the appropriate piece number on the tag which consists of the artist number - the item number, artist name and price. Clearly print all information to ensure that sales are credited properly.
3. Small Gallery Tags will be attached to each 3D craft item, jewelry or small art object. The tag may be either tied onto the item with ribbon as directed below or if a sticker is used, it should be placed on the item so as not to detract from the beauty of the item.
4. Artists may label with their own tags identifying the artist's studio as long as the tags have been approved by gallery management.