

Revised October, 2017



Sales Gallery / Gift Shop Guidelines

Note: VAC requests that all members refrain from wearing excessive perfume or similar products to accommodate our co-workers who are chemically sensitive or have respiratory conditions.

Receiving/Pick-Up:

All art work is **received** and **picked up** by appointment only. Call (941) 485-7136 to schedule. Appointments are available year round on Thursdays. All exhibitors in the Sales Gallery must be members of the Venice Art Gallery for the entire period their work is on display. W-9 and Artist Release forms are required.

Display: Displays for accepted items are limited to **90** days due to our large number of exhibiting artists. Please do not ask for special placement for your items. Work is frequently rotated based on current stock. Sales Gallery representatives will handle your work with all reasonable care. Items accepted for display are limited as follows:

Framed (or wall) art work	2 items
Matted art work	3 (Must be protected in clear bags)
Jewelry	12 items (4 necklaces maximum)
Pottery/Ceramics	8 items
Sculpture/Wood	4 items
Soft Goods	6 items
Books/CDs/DVDs	6 items
Glass	4 items
Cards	12 items or as space is available (Must in clear bags)
Miscellaneous	12 items (Based on item size)

The total amount of items entered by one artist, working in several media, is limited to 12 total pieces, within the item limits listed above. For example, if you submit wall art and jewelry, you are allowed 2 wall pieces and 10 jewelry pieces. **Note: This rule does not apply to greeting cards.**

Artwork Requirements: All artwork must be clean, fresh, suitably matted and properly framed. Glass will only be accepted on pastels, charcoal and graphite. Frames for wall items must be no larger than **18 x 24 inches**. Hanging wires and hardware must be firmly attached. Wiring at the top hanging point must be at least 3 inches below the top of the frame to conceal gallery hooks. Sculpture and pottery must have smooth bottoms and all parts, such as lids, must fit properly. We will tag each item with our identifying number and **your price**. You will receive a copy of this information for your records.

Commission: The Venice Art Center will deduct a commission of 35% on all sales. Checks for sold items may take up to 8 weeks to process. Commission checks will not be prepared until the total reaches at least \$20.00.

The Venice Art Center reserves the right to reject items based on space availability or our requirements above. I understand that the Venice Art Center is not responsible for loss or damage and that my items may be stored if not picked up promptly. I have read and understand the above Guidelines and agree to these conditions.

Artist Signature _____ Date _____

Print Name _____