

Cornucopia Art Center Gallery Policies

The Gallery Committee & Jury Process

The Gallery encourages submissions from both established and emerging artists. The Gallery Committee of Cornucopia Art Center consists of professional artists, art dealers, consumers, and the Gallery Director. Works submitted to the Gallery Committee for exhibit are thoughtfully reviewed based on the following criteria; artistic merit, technical proficiency, and compatibility with the work of artists currently in the gallery. Following the jury procedure, the Artists will be notified by letter or email of the status of their application. Artists applying must complete an application form and at least five photographs or digital images. If accepted, an artist must sign and abide by the requirements stated in the Consignment Agreement. (Please refer to the agreement for specifics about insurance and pricing.)

Space Allotment and Display

Decisions regarding space allotment and quantity of inventory displayed will be made by the Gallery Director and will be reviewed quarterly by the Gallery committee. The Gallery Director maintains the right to refuse any individual work of a current exhibiting artist.

All of an artist's work will not necessarily be displayed together, although groupings by artist are the preferred display technique. All display decisions are made under the supervision of the Gallery Director.

Inventory Records, Rotation

Major change in inventory must be made by each artist on a quarterly basis and by appointment only. Inventory brought in without an appointment or shipped without notification will be processed and displayed at the convenience of the staff. **Consigned work is not available to be taken out of inventory without prior notice.** Inventory cannot be physically removed from the gallery until it has been removed from the inventory records and witnessed by both the artist and a gallery representative.

Any major changes in style or media of artworks must be submitted to the gallery committee for review before being included in inventory.

The jury of new work from current exhibiting artists will not be subject to the application fee.

Annual Jury Review

The Gallery Committee re-evaluates the work in the sales gallery once each year. With written notice, certain works or bodies of work may be removed from the gallery. Additionally, the committee will review the annual sales performance of each artist's inventory. If gross sales of a least \$500 have not been made, the Gallery committee reserves the right to remove an artist's work from the gallery.

Artwork Criteria

All work submitted for inventory must be the sole creation of the artist and must have been created within the past two years. No mass-produced reproductions of an

original work may be submitted. All work must be ready for display. Wall-hung work (paintings, etchings, prints, etc.) must be properly framed with picture wire and D-rings or eye screws. Poster frames or similarly unstable frames are not acceptable. Frame backs must have wires or hangers on them. Likewise, any other work presented for display on a wall (e.g.: sculpture, textiles) must have obvious and sturdy methods of hanging. Stationery/card should be protected in plastic sleeves or shrink-wrapped.

Condition of Work on Display

Customers who damage work in the gallery shall be required to pay the artist's percentage of the retail price. Reasonable care is taken by the art center staff to insure the safety of works in the gallery. The staff and volunteers are held harmless for damages and artists are paid their percentage of retail for any damaged items by Cornucopia.

Discounts, Commissions & Bartering

Cornucopia Art Center offers a 10% discount to its members at a designated level. All discounts authorized by the art center will be taken from the art center's percentage of retail. Likewise, credit card fees and other "costs of goods sold" are assumed by the art center. Only the artist may permanently change the price of a work. Installment sales (layaway) are paid to the artist within 30 days of each installment. Bartering is allowed among member artists, **Commissions and special orders resulting from Cornucopia's referral shall be subject to a cash commission of 20% of retail.**

Special Exhibitions

Special Exhibitions are arranged throughout the year by the Gallery Director. **Works selected will be displayed during the entire advertised run of an exhibition and may not be removed until 24 hours following the close of the exhibition.** Sold works will be so marked and will be shipped or available for pick up at the exhibition's close.

Use of Consigned/Loaned Works of Art

Cornucopia Art Center shall have the right to reasonable promotion and display of works of art including and the right to photograph and reproduce the works for promotional purposes. With the permission of the artist, works may be removed from the premises for off-site events or sales exhibitions. The artist has reserved the right of copyright including the right to reproduce works. Title to all works consigned or loaned to Cornucopia Art Center remains with the artist until payment has been made in full.

Procedure for Complaints/Concerns

The Gallery Committee is dedicated to supporting both emerging and established artists working in contemporary and nontraditional art and fine craft. The committee neither seeks nor avoids artists or individual works that are potentially controversial, realizing that art can be the most effective means of creating community dialogue. Should a complaint/concern arise regarding a particular work or the content of an exhibition, the concern must be written in letter format addressed to the Executive Director. The

Executive Director will review the situation and write a thoughtful response. Once made the Executive Directors decision is final.