

R O C K P O R T
C E N T E R *for the* A R T S

MEMBERS' GALLERY

POLICIES AND PROCEDURES – Revised 2008

QUALIFICATIONS

- Artwork exhibited in the Members' Gallery must be created by a current member of the Rockport Art Association.
- Only original artwork will be exhibited in the Members' Gallery. Matted works in bins are considered gift shop items.
- All work exhibited in the Members' Gallery is subject to approval and is hung at the discretion of the Director of Visual Arts.
- Each work may be exhibited one time in the Members' Gallery.

PRESENTATION/SIZE

- All work must be suitably framed and wired for hanging or otherwise properly prepared for presentation. Saw tooth hangers are not accepted. Tape loose ends of wire, and clean glass and mats. Wet paint cannot be accepted.
- It is suggested that framed works must not exceed 40" on any dimension. Stained glass pieces must not exceed 30" in width. Due to space availability, larger sizes than those suggested will be hung at the discretion of the Director of Visual Arts. 3D work must be of a size that can be moved by one person of average strength without causing injury to themselves or the artwork. Special cases must be arranged prior to exchange date.

ENTRY PROCEDURE

- Each exhibiting artist must COMPLETELY fill out, date, and sign the three-part label/lender agreement slip for work exhibited in the Members' Gallery. Signatures on the slip constitute agreement with Members' Gallery policies and are required for insurance purposes.
- Tape the white copy to the front of the piece (please do not tape directly on painted canvas or paper), tape the yellow copy to the back of the piece, and the pink copy is retained by the artist/lender. Proper information will ensure prompt payment and efficiency.

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WORK DROP OFF & PICK-UP

- Artists are responsible for keeping track of exchange dates, and of their artworks. Exchange dates are published on the front page of the newsletter and on the online calendar, at www.rockportartcenter.com. You can also call the Director of Visual Arts at 361-729-5519 to confirm exchange dates. The Art Center cannot assume responsibility for notifying individual artist members of their work left at the Art Center.
- If you are unable to make the exchange date and want to drop your work off early, attach the properly filled out lender agreement slip and deliver the work to the office of the art director. Please make sure a staff member has recognized and accepted your entry. Work dropped off after the exchange date cannot be accepted.
- Anyone picking up or removing artwork must *sign it out* with an RCA staff member. If someone else is to pick up your work, please arrange to do so in writing/email with the art director. The sign out sheet is on a clipboard at the docent's desk.
- The Rockport Art Association, Inc. (dba The Rockport Center for the Arts) is not responsible for work in the Members' Gallery which is inadequately labeled or left unclaimed for a period of 30 days or more after the scheduled pick up date. Any artwork which has not been picked up within such period will become the property of the Rockport Art Association unless other properly documented arrangements have been made.
- **NEW POLICY:** Artworks left over 48 hours after the pick-up date are no longer protected by the Art Center's liability insurance policy. Our liability insurance is designed to protect artworks while on exhibition only.
- Any artwork that is purchased will be sold at the price indicated on the entry form. It is the responsibility of the artist to properly label and price all artworks submitted for exhibition.

PAYMENT

- Artist/Lender will retain 75% of sales price of work sold in the Members' Gallery with the exception of the annual Members' Exhibition, *Currents*, which is considered a Main Gallery Exhibition. Artists retain 65% of all works sold in the Main and Garden Galleries. Payment is made in the month following the month of sale.

If you have any questions about the policy and procedures for the Members' Gallery, please contact the office of the Director of Visual Arts at 361-729-5519. We are always glad to answer questions and assist you in any way we can.

Please help maintain the professional integrity of your art center galleries and gift shop. You deserve to have your work displayed in a pleasing professional manner. The impression made on the many art center visitors is important to everyone.