

# ART GUILD OF THE DELTA, Inc. DBA, DELTA GALLERY

## 2<sup>nd</sup> Quarter 2018 Artists Collective Agreement

Delta Gallery is located at the Streets of Brentwood, 2485 Sand Creek Road, Suite 128, Brentwood, California. The non-profit Art Guild of the Delta, Inc. DBA, Delta Gallery will operate as a collective art gallery managed by AGD Collective Committee in a shared space with the non-profit Brentwood Art Society.

- The success of Delta Gallery depends completely on the participation of each and every collective artist.
- Please carefully review the following requirements to determine that you are both willing and able to assume the responsibilities expected of all Collective Artists.

### SHOW DETAILS

- \* **Removal of Artwork from previous show - SUNDAY, MARCH 25, 3-5 pm**
- \* **Delivery of New Work - SUNDAY, MARCH 25, 3-5 pm**
- \* **Show Opens – Friday, March 30, 12-8pm**
- \* **Reception Date – Saturday, April 7, 4-7pm**
- \* **Collective Artist 2<sup>nd</sup> Quarter Mandatory Meeting, Thursday, April 26, 6 pm**
- \* **Pick up Artwork/Close of Show – Sunday, July 1<sup>st</sup>, 2-5pm**

### AGD COLLECTIVE GALLERY GUIDELINES

- 2D, 3D, glass, pottery, sculpture, jewelry, textiles, woodwork and literary work are acceptable.
- All work submitted must be for sale.
- Damaged, cracked, ill-prepared works, or work with unstable frames, will not be accepted. Works with unprotected surfaces that smear or damage easily will not be accepted.
- The AGD Collective Gallery reserves the right to photograph and use submitted images of any accepted artwork in gallery publicity.

### AGD COLLECTIVE GALLERY OBLIGATIONS

All outlined gallery obligations are critical to the successful operation of the AGD Collective Gallery. Please consider all of the following information to help you make a decision in participation.

### PROCESS OF SELECTION

- New showing artists will require an interview with the Collective management team. Please schedule with Gallery Asst. Manager. Email info below.
- If you are a continuing Collective Artist who would like to show work in a new medium, please inform the Gallery Manager. i.e. 2D artist who would like to now show 3D work, etc.
- If you have not shown work in the last year at Delta Gallery you may require an interview with the Collective management team. Please discuss with Gallery Manager.

### FEES

- Exhibiting artists agree to a 2 month contract and pay monthly hanging rental fees as follows:
  - \$25 per month for alcove space
  - \$35 per month for 5 ½' wall space (6 available)/entire 11 ½' wall in main gallery \$70
  - \$25 per month for pedestal space or jewelry case shelves
- **Total rental fees must be paid at the beginning of each showing period.** This helps the gallery's volunteer bookkeepers work more efficiently. *Fees*

### SALES

- Commission on sales is calculated at the end of each showing period. 10% commission on total sales if they are below \$100 for the showing period. 25% commission on total sales if they are above \$100 for the showing period.
- Payment to artist for quarterly sales, less commission, will be made within 15 days following the close of the showing period.

### GALLERY WORK HOURS

- Based on AGD Collective Gallery Hours of Operation: **Thursday, Noon – 5pm, Friday & Saturday, Noon – 8pm, Sunday, Noon – 5pm.** 2 artists per 4-5 hour shift.
- Exhibiting artists will work 2 shifts per month as docents in the gallery.
- Artists are expected to arrive on time for their shifts.
- If an artist cannot fulfill their gallery work obligation, he/she must arrange for a swap with another artist to cover the shift. ***This is the responsibility of the artist.***
- Cost of replacement hours to the artist unable to find a replacement is \$10 per hour scheduled; payable to the artist covering hours additional to their obligation.

## **EXPLANATION OF SHOWING SPACE**

- Alcove space is available and well lit. 40 spaces have the dimensions of 36" x 8'. 5 spaces are 48" x 8'. Space allotment is first come first served and by the discretion of the Gallery Manager to always hang a professional looking show.
- Shelving is available for alcove area to display cards, pottery, etc.
- Limited print racks are available for your use.
- Pedestals are available for Sculpture.
- Glass display cases are available for jewelry. Jewelry artists will share space equally.
- Quantity of work to be displayed is upon the discretion of the Gallery Manager and directly related to number of AGD members participating.
- 2D artists may display 1-4 pieces depending on available space and size of work.
- Potters/Ceramists may display wall-mounted work as well as functional ware on shelving and/or pedestals provided.
- Textile & Literary artists bring in a quantity to discuss display options.

## **PRESENTATION**

- Two-dimensional work must be framed and wired for hanging above the top one-third of the piece, with sufficient gauge wire.
- All work must be the original. Reproductions (e.g. prints, cards) are allowed as long as the artist also includes some original artwork in their display.
- All work must be labeled with artist's name, title, medium on the back side of artwork.

## **WORK REMOVAL**

- All work must remain for entire exhibit unless sold. If work is sold it may be replaced immediately for a time that extends into the upcoming new showing period.
- A pick-up date will be designated on entry form or artist contract, typically on the last day of the exhibit. Artists may designate someone to pick their work up if they cannot do so; appointed person must show identification, artwork claim check, or a note from the artist.

## **ETIQUETE OF GALLERY / ARTIST / CLIENT RELATIONSHIP**

- If you, as an AGD Collective Artist, make a connection with a client while showing your work at Delta Gallery that leads to a commissioned artwork, custom photographic print, etc., you will be expected to have the gallery process that sale and collect its standard commission.
- If an artist has an active website where they sell work also being shown at Delta Gallery and they have an online buyer, it is gallery practice to recommend the buyer come to Delta Gallery and purchase work and/or make the sale over the phone through our square register.
- If we make arrangements to make a sale over the phone and ship item, shipping costs will be calculated and added to the purchase price.
- If a client decides to purchase artwork within 30 days of having first seen it at Delta Gallery, the artist is expected to pay the gallery its full standard commission on the sale.

## **INSURANCE**

Every reasonable precaution will be taken with the handling of artwork. All work shown at the Delta Gallery will be insured against fire, theft, and other hazards while in the possession of the Gallery, from the time of receipt through the time of setup and showing period. Delta Gallery/Art Guild of the Delta and/or Brentwood Theater Company cannot be held responsible for damage to work during shipping, and therefore insurance will not cover work in transit. Insurance claims will be based on the documented sale price of the artwork, as well as the cost to repair artwork.

By signing this agreement you are accepting the terms set forth.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Exhibiting Artist – Rental payment in full by Check # \_\_\_\_\_ Cash \_\_\_\_\_ Credit Card \_\_\_\_\_ Date \_\_\_\_\_

### **Art Guild of the Delta Collective Committee**

**Rosalinda Grejsen**-General Manager, Rosalinda@DeltaGallery.com

**Carol Ligon**-Assistant Gallery Manager, Carol@DeltaGallery.com

**Jo Olney**-DG Community Art Center Manager, Jo@DeltaGallery.com

**Julee Richardson**-Procedures/Orientation Manager, Julee@DeltaGallery.com

**Mary Lamb**-Financial Manager: Mary@DeltaGallery.com

**Donna Corrigan**-Financial Manager

**Nancy Roberts**-Marketing Manager, Nancy@DeltaGallery.com

**Marina Griffin**-Assistant Gallery Curator