

Topeka Art Guild & Gallery - Guidelines

Members of the Topeka Art Guild, whose dues have been paid, may submit their own original works for exhibit; however, members may also submit copies they have made of other artists' original works (**but only if the originals that have been copied are more than 70 years old, and only if the members' submitted works are titled as copies.**) Works larger than 30 square feet, can be considered, but might not be accepted if adequate wall space is not available. On special occasions, non-member guest artists may sometimes be invited to display their works in the Topeka Art Guild & Gallery.

Entry Procedures:

Artists needing to submit works earlier than on assigned entry dates must make arrangements in advance with the entry chairperson or other member of Gallery Committee.

On entry day (or earlier) each artist submitting work must –

1. Fill out the entry form, listing each piece submitted, indicating its title, its price, the media in which it is rendered, its height and width (frame included), and its availability (circled either “**YES**” or “**NO**”) for display following the present exhibit at sites outside the Topeka Art Guild Gallery (e.g. at The Eagle Auto Wash.)
2. Fill out wall card(s) for all pieces submitted. Piece **must ALSO** be clearly marked on the back of each entry with artist's name, the title of the piece and selling price in the event that the wall card is separated from the artwork.
3. List total fee(s) due at the bottom of the entry form.
4. Pay entry fee(s) (non-refundable) and obtain a receipt.
5. To receive a higher commission from sales, sign the gallery's staffing calendar. Six hours' staffing per month is required (a total of twelve hours per 2-month exhibit), which may be done in four three-hour-long segments. Artists must find their own replacements if unable to work their shifts. (please notify person in charge of staffing calendar of any changes)
6. Take home any of his/her art works remaining in the gallery from previous exhibits, and sign out for each in the 2-D or 3-D Book.

No works may be entered in any two regular exhibits in succession; however, they may be submitted for entry in subsequent exhibits. If a work is sold during any (**non-juried only**) exhibit, another work of the artist's choice may replace it (after approval by a member of Gallery or Hanging Committee) for the remainder of that exhibit. Leave artwork in the classroom with a note clearly stating that it needs to be checked in. Also, please fill out a new wall card and add all information to your entry form in the Entry Day book in the office area. Artist or a staffer should contact committee member to approve the new entry.

Juried Shows – Removal and Replacement of Artworks:

Works sold during juried exhibits (shows judged by paid, non-member experts) should be kept in the Gallery for the duration of the show if possible, and their labels should be marked “**SOLD**,” in bold red lettering. However, if a buyer should

Artist: _____	
Title: _____	
Medium: _____	
	Price: _____
	Out Date: <u>7/31/2010</u>
Fairlawn Plaza – West Side 5331 SW 22nd Place • Topeka, KS • 785.273.7646	

(*Note: This date is 6mo. after the date the piece is entered.)

Artists may remove any of their shrink-wrap works at any time, but must indicate the date by signing it **out** in the “Current Shrink Wrap” book (see above.)

Artists who show work in more than two regular exhibits in any 12-month period are not charged for displaying shrink-wrap/cards. However, those displaying **only** shrink-wrap are charged a \$5.00 monthly fee (\$30 for 6 months) for any such work being displayed, said fees being payable **semi-annually**.

Fees and Standards for Three-Dimensional artwork:

Entry fees are non-refundable, and are due on entry day. All works are entered in shows AS SPACE ALLOWS.

If accepted by the 3-D Chairperson, 3-D artists can choose to:

Either

Pay \$2.50 per piece per 2 month show, an unlimited number of pieces and sizes

OR

Submit an unlimited number of pieces and unlimited sizes, for 6 months for \$30, payable semi-annually. Pieces may be removed and replaced at artist's discretion **and** 3-D Chair's prior approval.

JEWELRY:

\$10 unlimited amount of pieces for 2 months OR \$2.50 (if only submitting 1-3 pieces)

Each 3-D work must be labeled clearly with artist's name a number assigned to each piece that corresponds with artist's entry form found in the 3-D book kept on the shelf in the office. If dropping off work for approval, please leave in the classroom clearly marked TO BE CHECKED IN. After they are approved, the hanging committee will place items in gallery for display.

The Hanging Committee hangs the chosen works for each show; no individual member may remove or re-arrange 2-D or 3-D works after a show has been hung. If a 3-D artist chooses to remove their works, please make arrangements with the 3D Chair prior to removal of art.

Sales Commissions:

If artists choose to staff at the TAG Gallery, artists will pay a sales commission of 30%, to the Topeka Art Guild, of the before-tax price of any work on display at the Topeka Art Guild Gallery, or at any regular Art Guild outside display site (e.g. The Eagle Auto Wash). This commission is increased to 45% should the artist have previously elected to **not** staff his/her required twelve hours during the period when said work was on display at the Gallery. Guild members may buy works exhibited in the Gallery at a 10% discount; the Guild collects only a 20% sales commission in such instances. Checks will go out to artists the month following a sale. They will be available in the gallery for pick up unless you request it be mailed.

Referral Sales:

Whenever a prospective buyer contacts the Gallery with an interest in purchasing any Guild member's artwork shown in previous exhibits, the Gallery staff member on duty notifies the artist of the prospective buyer's interest, and records the prospective buyer's contact information in the Gallery logbook. The artist then brings the requested work of art back to the Gallery. The staff on duty at that time contacts the prospective customer, who returns to the Gallery to complete the sale; **The artist is obliged to pay the regular 30% commission to the Art Guild on any such sale, just as if the work had been purchased during a regular exhibit.**

Artist of the Month (AOM):

Preference will be given to members who have NOT been AOM in the preceding 12 months. 2D artists must have shown in 2 gallery exhibits in the last 12 months and 3D artists must have shown in the gallery for 6 months to be eligible. If you have not shown in 2 gallery exhibits in the past 12 months, you will need to schedule and pre-pay for 2 gallery exhibits in advance to ensure you will meet the requirements to qualify for AOM. The Gallery Committee reserves the right to schedule 2D and 3D artists in the same month. AOM entries are accepted every September and October and will be announced prior to accepting entries to ensure equal opportunity to enter.

Membership Dues:

Annual membership dues for the Topeka Art Guild are payable in January of each year, and are of three kinds, as follows: Single; Family; Student. A fourth category, "lifetime membership," is also available for a larger, one time payment.

Disclaimer:

The Topeka Art Guild Gallery and the Topeka Art Guild, Inc., assume no responsibility for works on display or entered in Gallery exhibits or in any other Guild exhibit. This also applies to artworks stored in or on the Gallery premises before or after an exhibit or competition. Artists must agree and understand that the Topeka Art Guild Gallery and/or the Topeka Art Guild, Inc., shall not be responsible for theft, damage to, or loss of any item. Artists may, in order to protect their Gallery or Guild entries, carry insurance necessary to cover such contingencies.