



P.O. Box 633  
108 S. Second Street, Ste. 1  
Oakland, MD 21550  
info@garrettarts.org

# **The Gallery Shop**

## **Artist Participation Terms, Policy & Procedures**

(Revised May 2021)

### **Purpose**

**The purpose of the Garrett County Arts Council (GCAC)** is to aid, encourage, advise and coordinate activities dedicated to the promotion of cultural arts in Garrett County and to integrate such activities into the life of the community. GCAC has been supporting dance, music, theatre, visual arts, creative writing and culinary artists in our region since 1976.

**The purpose of The Gallery Shop** is to provide a gallery space for artists (visual artists, creative writers and culinary artists) where patrons can view and purchase local and regional artwork and to encourage artists to grow professionally and develop artistically. The aims are furthered by:

- Providing a space where regional artists can display and sell their work.
- Displaying artwork of good quality from a variety of artists;
- Generate revenue to support The Gallery Shop expenses and overhead.

### **Policies, Procedures & Terms of Participation**

#### **Who Qualifies:**

- Artists who reside, work, attend school or own property in Garrett County or one of the contiguous counties (Allegany County, MD; Preston, Mineral Tucker, Grant Counties, WV; Somerset, Fayette, Counties, PA)
- Artists who are dues-paying members of the Garrett County Arts Council
- Artists who are juried and approved by the independent review jurors and The Gallery Shop Manager

Artists not filling the above qualifications may apply for special consideration to The Gallery Shop Manager for presentation to The Gallery Shop Committee.

#### **Jurying:**

- **The Gallery Shop can accept online applications only at this time.**

- 2-D & 3-D artists applying to The Gallery Shop must submit three recent (within last 2 years) representative pieces of work for jurying.
- Work in more than one medium may be submitted. Three examples are required for each medium to be considered.
- Authors should submit one copy of each recent book (within last 2 years) to be considered.
- Work and accompanying paperwork must be submitted online at [www.garrettarts.org](http://www.garrettarts.org).
- All work must be ready for display when submitted – including appropriate hanging wires. Depending on the nature of the work, specific display fixtures may be accepted.
- Work will be juried by an independent review committee of a **minimum** of three members associated with the Garrett County Arts Council. This jury is an anonymous panel with knowledge of multiple art mediums. Books will be reviewed by the Council's Literary Committee members.
- Artists will be notified within one week after the jury makes a decision.
- Submitted work must involve an original creative process and may not be assembled directly from a kit.
- The Garrett County Arts Council reserves the right to refuse any individual item for any reason.

#### **General Guidelines:**

- All work is taken on consignment. (30% to The Gallery Shop)
- Artists may be juried in on a piece by the piece basis until they establish a record of quality work.
- Artists will have their work accepted according to the conditions below:
  - Only original works of art will be displayed.
  - Artists should plan to leave their work on display until they are notified the display is changing. Items will be displayed at the discretion and needs of The Gallery Shop. The Gallery Committee reserves the right to ask artists to remove or exchange their work at any time.
- **Artists will set the retail prices, recognizing that a 30% commission will be retained from the sale of each item.** Checks are sent out the first week of the month for sales the previous month.
- All items submitted should be recent works, having been created within the last two years.
- While The Gallery Shop will take all precautions to assure the safety of each artist's work, since the work remains the property of the artist until sold, The Gallery Shop will not be held responsible for damage or loss.
- **Unclaimed work left in The Gallery Shop for more than 30 days after notification will become property of the Garrett County Arts Council.**
- Any exceptions to General Guidelines must be approved by The Gallery Shop Manager and The Gallery Shop Committee.

*If you receive additional sales outside of The Gallery Shop as a result of your participation or display in our gallery, please consider making a donation to continue to support The Gallery Shop.*

## **Additional Guidelines:**

### **Two Dimensional**

- Our display system requires wires for hanging. Saw tooth hangers are not suitable.
- Artists are limited to two, two-dimensional pieces per hanging. There may be an exception for those artists who are juried in multiple mediums depending on the size of the exhibition space.
- Each artist may have up to 6 matted reproductions in each of their mediums in the bins. Matted works should be supported by a sturdy backing and enclosed in a protective sleeve, both of archival-type materials to protect from damage.
- The hanging of heavy pieces is at the discretion of The Gallery Shop Committee.
- Extra large pieces will be considered with prior approval by The Gallery Shop Committee.
- One over sized piece per exchange will be accepted – please call ahead to make arrangements.
- We suggest professional gallery presentation for work. Acid-free backing is preferable. Visible tape, regular cardboard, etc. or poorly fit frames could be the basis for not accepting a particular work.

#### *Oils & Acrylics*

- Should be framed or on gallery-wrap canvas at least 1 inch deep. No canvases with staples visible will be accepted.

#### *Watercolor, pastels, etc.*

- Should be framed, with mat, under glass or plexiglass.

#### *Photography*

- If framed, should have mat or spacer to separate from glass.
- Canvas wraps, metal prints, etc. must have wires attached.

### **Three Dimensional**

- Three dimensional artists should track their sales and refresh inventory as needed. Gallery staff will notify 3-D artists when inventory is low however artists should track their inventory by monthly sales statements and visits to The Gallery Shop.
- 3-D work may stay in The Gallery Shop a maximum of 6 months.
- Maximum number of 3-D pieces will be 3-18 pieces, depending on the size of the work.
- Artists may be asked to provide appropriate displays if needed.

### **Literary**

- Up to 6 copies at a time of a single book will be displayed.
- Based on available space, we will display a total of 10-15 different books.
- In case of an excess number of books, culling would start with the books having the oldest publication date.

- Authors will be juried by the Literary Committee.
- Publications from authors already juried in will be reviewed by a member of the Literary Committee at the time presented.

### **Culinary Arts**

- Culinary items must follow all Garrett County Health Department regulations and licensing.
- Authors will be juried by the an independent review committee.
- Artists may be asked to provide appropriate displays if needed.
- As this is a GCAC, please contact [info@garrettarts.org](mailto:info@garrettarts.org) for more information regarding culinary items displayed/sold in The Gallery Shop prior to submission.