

**REDLANDS ART ASSOCIATION GALLERY AGREEMENT**

Jan 2014

1. I understand the RAA Gallery has the reputation of exhibiting fine art and fine crafts. I agree to show only my original artwork and of my best quality in the Gallery. Exception: original artwork by deceased members of the RAA may be shown by an heir who maintains an RAA membership. All such work will be for sale and priced by me. Any reproduction of my original work will be clearly marked as such on the label. All photographs that have been digitally altered or digital art must also be labeled as such.
2. RAA carries minimal insurance on artwork shown in the gallery. Therefore, I accept total responsibility for loss due to, but not limited to, earthquake, fire, water, vandalism or theft.
3. I agree to complete a W9 tax form once a year. This form is for independent contractors and other people who work for themselves, to report their Social Security Number or business tax identification number to their clients.
4. RAA volunteers will handle art works with all reasonable caution. If damage occurs at the Gallery due to carelessness, RAA will reimburse me for the damaged part (i.e. glass, frame, base) or the entire artwork, or in the case of works of glass, ceramic or pottery, upon presentation of a bill from me for the replacement of the damaged part or art work (no more than stated price less 30% commission.)
5. I will deliver and pick up my artwork as per the take-in schedule. If I need to bring my work in prior to or after the take-in day, I will call the Take-In Chair for permission and instructions. I know the gallery does not have storage space and any work left for more than 30 days will be deemed abandoned and become the property of RAA to be disposed of as they see fit.
6. I realize that in order to maintain freshness in RAA's exhibits, wall art may not be reentered for two show periods following its first exhibit. Other art work such as table items, matted items, cards, jewelry, fiber art may be rolled over for two subsequent exhibits with payment of hanging fees at each Take-In, as well as a new inventory sheet and the items moved to the collection area for the new exhibit.
7. I will properly frame and/or prepare my artwork according to Gallery standards. If not, I will be contacted to correct the artwork before it will be displayed.
8. I understand that the Take-In Committee has sole discretion to reject artwork that is not up to Gallery standards. Also, that the placement of my work is at the sole discretion of the Hanging Committee. I further understand that if my work requires special hanging or display hardware or if my wall hung art weighs more than 15 pounds, the Hanging Committee may determine alternate methods of displaying these pieces.
9. I authorize RAA to sell my artwork at the price designated by me and understand RAA will deduct and retain a commission of 30% of the selling price. If I sell any artwork off-premises because of RAA exposure, I will pay RAA a 20% referral commission.
10. I know the Gallery is run by volunteer efforts. For each show period that I participate in, I am required to choose one of the following options:
  - a. Pay the category fee(s) and sign up for one shift attending the Gallery as a docent, helping the Gallery Coordinator as needed. I will schedule the shifts at take-in. The shift times are 10 AM to 1:30 PM and 1:30 PM to 5 PM, Monday through Saturday. I understand I will be asked to help on other committees or tasks, comparable to another shift.
  - b. Pay the category fee(s) and apply for alternative volunteer work assignment, to be completed within a show period. The Gallery Oversight Manager works with the Gallery Coordinators to develop these alternative volunteer work assignments as well as review and approve alternative volunteer work applications. If no alternative volunteer work opportunities are available at take-in, another option must be chosen.
  - c. If I am unable to docent and do not perform an alternative volunteer work assignment I will pay the category fee(s) and a \$30.00 charge payable to the Gallery, not to an individual.
  - d. I understand the Gallery Oversight Manager in collaboration with the Gallery Coordinators has the power to determine who can receive full or partial exemption from their docent assignments.
11. The gallery docent will notify me when my artwork is sold. I understand that I can replace it with a work of similar size at no extra fee during the show period.
12. For customers who inquire about me or my art, the Gallery docent will call me with the customer's name and phone number. If I sell any art due to RAA's referral, I will pay 20% commission to RAA.
13. Wall artists may bring in a single extra piece for the Redlands Wall (beyond the 3 primary allowable pieces) under the following conditions: The image must be depicting a recognizable scene or landmark in Redlands or its environs. Be sensible about the size of the piece being submitted as the Redlands Wall space is not large and must be available to the art of all members. This additional piece will be placed on the wall only after those pieces of artists who have designated their primary pieces as Redlands art. If the Hanging Committee does not have space for all the single extra pieces for the Redlands Wall, I may be called and asked to pick up my Redlands piece.
14. I consent to have me and/or my art in photographs taken at the Redlands Art Association or during RAA activities, to be used in RAA-approved publicity, publications, displays, and/or the website.
15. In all, I understand that the RAA Gallery and Art Center relies on every member to contribute their best to the welfare of the Gallery by honoring this agreement. In return, RAA will do its best to promote public awareness of the Gallery & Art Center; its members and all it has to offer.

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The Gallery is our showcase for sales and art classes.

We are all promoting each other, art education and the visual arts in general, to the people of Redlands.

You are a value to the association.

Below are the display categories – limits and restrictions. Given the fluctuation of members showing their art and the variety of art shown, it is the Gallery Oversight Manager’s right to change these limits and restrictions as he/she sees fit.

<b>Fee</b>	<b>Category</b>	<b>Requirements</b>
<b>Per Show</b>		
\$ 5.00	A	<b>Wall Hangings</b> — Limit of 3 items per artist. If work is between 6 - 12 square feet the limit is 1 item. All work must be sturdy and clean with adequate backing, frames undamaged and proper hanging wire and screw eyes (no saw tooth hangers allowed). If artwork has paper matting it must be protected by glass or Plexiglas. Plexiglas must be noted and how-to-clean instructions attached. Canvases must have wrapped edges or be framed to hide any staples. Wet pieces will not be accepted. All work must have a label attached to the back that includes the artist’s name and the title and may include information on technique and materials. Maximum weight is 15 pounds for hanging art.
\$ 5.00	B	<b>Ceramics, Glass, Wood and Metal, Etc. Items Taller than 30 Inches</b> — Limit of 3 items. Each piece must have a small label that shows the artist’s initials, item number and price. An extra tag is allowable that explains processes and materials. The bottom of table items shall be smooth or fitted with protective pads. Each piece designed to hold liquid or food must also be tagged to indicate if it is food, oven, dishwasher safe. Maximum weight is 35 pounds.
\$ 5.00	C	<b>Ceramics, Glass, Wood and Metal, Etc. Items Under 30 Inches</b> — Limit of 10 pieces with the same requirements as in category B above. Each piece designed to hold liquid or food must also be tagged to indicate if it is food, oven, dishwasher safe. Maximum weight is 35 pounds. <b>Fiber Arts, Textile Clothing and Fabric Embellishment</b> - Limit of 10 items. Wearable items should be bagged in plastic with the artist name, price and size clearly visible. There is a maximum of 2 subsequent shows for these items. <b>Tabletop Framed Pictures</b> - Limit of 5 items. Must be no larger than 5” by 7” including the frame. Quality of framing and matting must meet the same standards as category A. Wire is not necessary but the framed picture must have an easel (easel can be not-for-sale) or be able to stand on its own.
\$5.00	D	<b>Matted Items</b> — Limit of 10 pieces in a mat bin. Bin items must be placed flat on cardboard or other appropriate backing and enclosed in clear plastic. No stretched canvas items allowed in the bins. Pieces must be clearly marked with the artist’s name and price. There is a maximum of two subsequent show periods for these items. No bins other than those owned by the gallery are permitted, except for the featured artist.
\$ 3.00	E	<b>Cards, Magnets, Etc.</b> — There is no limit on the number of cards and magnets displayed for the \$3.00 fee for each show. No private card racks will be allowed for displaying cards. Bookmarks and magnets may be displayed in one basket or one private rack per artist no larger than 18” wide and 2’ tall, at the discretion of the Hanging Committee, depending on space available. The Hanging Committee and the Gallery Manager will arrange the cards racks and baskets to ensure they are neat and each artist has equitable display space. Cards must be enclosed in plastic and clearly identify the artist, price and quantity per package. Cards can be shown for up to 6 shows as long as the cards are clean and seasonally appropriate. Artists showing in other categories in the same show may display up to 20 cards for free.
\$ 5.00	F	<b>Jewelry</b> — Limit of 10 pieces. All work must be hand-fabricated pieces or purchased components arranged in an original composition. Each piece must be tagged with the artist’s name and price. Small story notes will be allowed, to give stone identification, process used, etc. to educate the buyer. There is a maximum of two subsequent show periods for these items.

**Note: Please take your Gallery docent assignments seriously.  
The Association depends on your help.  
Thank you.**

Redlands Art Association is a non-profit organization founded to support and encourage the visual arts through education and example.

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**REDLANDS ART ASSOCIATION GALLERY AGREEMENT**

I have read and understand this agreement. I understand RAA has the right to require the correction of any violations to this agreement in my work submitted at take-in prior to its display in the gallery and that continued violations of this agreement may result in the revocation of my exhibit privileges.

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

Name \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_  
First Last

**PLEASE RETURN THIS PORTION TO THE GALLERY BEFORE ENTERING YOUR FIRST RAA EXHIBIT**