

**THE GUILD ART GALLERY
Hopkinsville Art Guild
4000 Ft. Campbell Blvd.
Hopkinsville, KY 42240**

**POLICY
Adopted October 8, 2009**

PURPOSE OF GALLERY:

The purpose of this Gallery is to provide opportunities for the Hopkinsville Art Guild members and their invited guests to exhibit their original, visual art in a professional shop. It will also provide educational opportunities for area children and adults through workshops and classes.

GENERAL INFORMATION:

The Gallery is located at the Bradford Square Mall, 4000 Ft. Campbell Boulevard, Hopkinsville, Kentucky. The Gallery will be open on Thursday, Friday and Saturday from 10 a.m. until 6 p.m. Receptions, workshops, classes and special programs may be conducted on these or other days.

Hopkinsville Art Guild members may exhibit up to six (6) medium-sized (approx. 16" x 20") or one (1) large (approx. 48" x 48") and two (2) medium-sized works of art on a quarterly basis. Members may exhibit up to twelve (12) miniatures. If a piece is sold, another piece should be submitted immediately by that artist for the remainder of that show. Shift workers will call the artist about the sale of works during their shift. An art piece may be removed from a quarterly exhibit only if immediately replaced.

Art exhibits of members work will be changed each quarter at the beginning of the month:

- 1st quarter - October, November, December,
- 2nd Quarter – January, February, March,
- 3rd Quarter – April May and June,
- 4th Quarter –July, August, September.
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Artists must submit different works for each quarterly exhibition but may resubmit a previously shown work every other quarter. Members will receive an e-mail reminder in advance of submission and removal.

REQUIREMENTS FOR EXHIBITING IN THE GALLERY:

- 1) Must be a current Hopkinsville Art Guild member in good-standing to exhibit work. Featured, visiting artists may also exhibit for one month. Non-members exhibiting will be asked to pay a non refundable \$30.00 hanging fee.
- 2) All artists must complete and sign a waiver which lists all works exhibited and states the Guild will not be responsible for damage to works while on display. The artist may want to have their own insurance for damages or theft.

- 3) All works should be original work. Classic art which is copied must identify the original artist as well as the local artist. All work on exhibit must be available for sale.
- 4) Paintings must be suitably framed and ready to hang with wire hangers only. Serrated hangers are not acceptable. Wire strength should be sufficient to support the weight of the piece. Frames containing glass must be sturdy and secure.
- 5) Canvases that have a gallery wrap are acceptable only if the painting image continues around the edges or the edges are painted. A wrapped edge should have no raw edge or staples visible.
- 6) Bins or shelving will be available for unframed canvases, photos, watercolor pieces and reproductions. All works must have identification tags on the back and reproductions should include the method of reproduction such as: print, lithograph, photocopy, etc.
- 7) Each work must be signed by the artist. All pieces must be labeled on the back of the work to include Title of Work, Name of Artist, Price and Medium. Appropriate labels will be provided by the Gallery.
- 8) Photographs for exhibit should be properly matted & framed to be displayed on walls.
- 9) Artists may display three-dimensional art. Safety and liability will be considered when accepting three-dimensional art for exhibit.
- 10) Artists will sign each of their pieces of work in and out of the Gallery by signing the registration notebook. The artist will initial the same entry when it is removed from the gallery other than by sale. Please write or print clearly.
- 11) Hopkinsville Art Guild maintains the right to reject works which are viewed as offensive to the general public.

EXHIBITORS CONTRIBUTIONS:

- 1) Guild members will be asked to donate twenty-five percent (25%) of all sales to the Guild plus 6 percent (6%) Kentucky sales tax – a total of 31 percent (31%). Visiting artists who are not members will be asked to donate 30% of all sales to the Guild plus 6 percent Kentucky sales tax. There will be a non refundable \$30.00 hanging fee for all visiting artists.
- 2) Proceed checks will be mailed to artists by the 15th of the month for any sales completed during the previous month.

- 3) All members exhibiting in a quarter will be required to provide a minimum of four consecutive hours per month of volunteer time in the Gallery. Each volunteer will be responsible to find their replacement if unavailable to work during their scheduled time. Volunteers will be responsible for a variety of jobs during this time.

DELIVERY AND PICK UP OF ART WORK:

- 1) The Gallery exhibit will be changed quarterly with media coverage. Members may deliver work to the Gallery any time before the announced deadline during open hours. The deadline will normally be 5 p.m. on Saturday prior to the last day of each quarter. The works will be hung on the following Sunday afternoon unless otherwise announced.
- 2) Show openings - Guild members are encouraged to invite family and friends to quarterly receptions.
- 3) Prompt delivery and pick up will be required as there is limited storage space available.

GALLERY USES & GUIDELINES

1. **Classes or Workshops not offered as Guild Sponsored** - The Guild Gallery may be used by Guild members to conduct classes and hold art related or community meetings. A member should submit the request to the Hopkinsville Art Guild executive board for approval. This member will be responsible for opening, cleaning and closing the Gallery. Those members teaching classes will be asked to contribute 25% of the fees collected to the Guild. All art supplies needed by students will be the responsibility of the teacher. The maximum size for classes will be 12.
2. **Meetings** or activities with no income will be considered a marketing opportunity and there will be no charge but approval must be received prior to the event.
3. **Rules for Gallery Uses:**
 - If you mess it up – please clean it up.
 - If oil paints are used in the gallery, odorless mineral spirits are required.
 - If you use paint or anything else that you could drop on the floor, use a drop cloth and clean it up when finished.
 - Put all food or other items in the garbage bags – not the sink – and take it home with your or out to the outside dumpsters in the back of the Mall.
 - Make sure the coffee pot & appliances are turned off and cleaned.
 - Do not let customers take things out “on approval”. Do not put work “back or on hold”. Do not take “down payments”. Offer to call the artist that created the work and discuss all of these options. The artist may be willing to agree to these things but it is their decision. If a down payment is agreed to by the artist, the work does not leave the gallery until it is paid in full.

- **All Sales are Final.**
- **Housekeeping Chores** - Check the **Jobs List** each shift and initial the one job you complete during your shift. If you work the second shift **take the trash with you** or put in the Mall dumpsters located outside in the back.
- **Lock the Door** - Please do not leave the gallery unattended without locking the door. Bring your own food and drinks so you do not need to leave to get anything.
- **Money Box** – Take it with you if you go to the restroom. At the end of each day count the amount and put the cash box in the Dressing Room and lock the door. The key to the room is kept under the counter on a nail.