

SOUTHERN HEARTLAND ART GALLERY & FRAME SHOP

Contract Guidelines

ACCEPTED WORKS

- Oils, pastels, watercolors, acrylics, pen & ink, pencil, mixed media
- Photography, pottery, glass
- Mosaics, sculpture, fabric art, collages
- Stone and metal work, woodwork (carved and turned pieces)
- Other media may be accepted with the consensus of current gallery artists.

DISPLAY INFORMATION

- All art will be placed by the 'hanging committee', and placement is at their discretion. This is due to our landlord only allowing hangers and nails in certain places so as not to damage the walls in the venue. The 2025 committee is made up of the Gallery Director, Elise Hammond, Margaret Warfield, Janice Baulkmon, and Susan Wahl.
- Artists must provide approved tables/platforms for work that is not to be hung on the walls. More expensive items will be placed as close to attendant's desk as possible for security.
- Preference is 2D art to be displayed on walls to be originals. Some signed prints will be allowed at hanging committee discretion. All art must be framed or gallery wrapped with finished sides and wire.
- Photographic giclee must be identified as such.
- Art art will be placed in a manner that it does not block another artist's work.
- Print bins must be used for prints and unframed originals and must not block another artist's work. There is a designated place for print bins or you may use the gallery mixed print bin if no room for additional bins.

WORK ASSIGNMENTS

- The gallery is open Tuesday through Saturday 11 a.m. - 6 p.m. Closing hours may fluctuate seasonally. There may be extended hours between Thanksgiving and Christmas.
- Work shifts will be assigned monthly, in advance. All artists must work their assigned shifts.
- Each artist is responsible for getting a replacement if they cannot work their shift and must write in replacements name on the schedule at the gallery.
- Shift workers must complete the DAILY CHECKLIST & CASH BALANCE SHEET for each shift they work.
- Artists are responsible for ensuring the gallery is clean at the end of their shift or after classes are conducted. This includes emptying trash cans into large garbage can.
- Gallery artists must participate in the operation and management of the gallery by serving on a committee, since help is needed from all members.
- Gallery events and receptions are scheduled a year in advance in most cases. These events are a marketing effort to draw customers into our gallery for purchase of art. As this benefits all Gallery members, artists are expected to participate in and attend gallery functions unless absent from town or sick.
- New gallery members will have a one (1) month training period before they are put on the work schedule to work alone.
- The Artist taking a framing order is responsible for that order through to completion, including calling the customer regarding pricing. A worksheet must be completed, a copy placed with the order and a copy placed in the framing folder at the front counter.

CLASSROOM

- Gallery artists may use the classroom space for classes for 10% of class fees, paid to the gallery.
- Guest artists will be charged \$50.00 per 3 hours or 20 percent of their total class fees, whichever is the greater amount.
- Sign up is required on the calendar in the classroom, and it is on a first come, first served basis.

MEETINGS

- There will be one regularly scheduled meeting per month. Regularly scheduled meetings are usually held on the first Monday of each month at 4 p.m.
- Additional meetings may be called, as necessary.
- Submit your agenda items to the Board Chair via email a week in advance to have them addressed at the next scheduled meeting. Jackie Kelly is current Board Chair; her email is skel621@aol.com
- Each agenda item will be given approximately five (5) minutes for discussion.
- Parliamentarian has the discretion to table an item or cease discussion of the item.
- Meeting notes will be distributed via email after each meeting to keep everyone informed.
- It is recommended that all artists attend our meeting in order to stay informed of events and other matters.

Bookkeeping:

Susan Wahl is the current financial officer for SHA, Inc. The CFO is responsible for tracking all sales and expenses and delivering annual work to the organization accountant. Checks for Sales will be issued to artists no later than the 15th of the month following payment of sales tax.

- Gallery space rental payments must be paid by the 25th of each month for the coming month's rent.
- Gallery members must be current members of the Southern Heartland Art Guild.

CAVEAT(S)

- Any temporary or permanent modifications to these guidelines may be made by a consensus vote of existing gallery members.

Date

Signature of Gallery Artist