

LVAG Gallery

Galleria at Sunset, 1300 W Sunset Rd, Ste. 2109, Henderson, NV 89014
Second Floor next to Dillard's

Artwork Drop off, Pick up: BY APPOINTMENT ONLY.

New Social Distancing Guidelines

Monday, September 14th and Tuesday, September 15th, 11am to 6:30pm

Email your requested time to: lvartistsguild@gmail.com

VIP

Completed Inventory sheets are due by September 7th.

Email your inventory to LVAG Treasurer, Jane Worrell at JLW0309@HOTMAIL.COM

Gallery Exhibition September 16th to November 1st, 2020

New LVAG Gallery Art Intake Guidelines

As an added safety measure, the LVAG is implementing the following procedure for the Artwork Drop Off/Pick Up.

- You must make appointment. If you do not make an appointment, you will be asked to wait outside the gallery until there is an opening.
- Please send us an email to lvartistsguild@gmail.com with your name and what time is convenient for you to come in. We are scheduling every 15 minutes from 11AM to 6:30PM. You will be contacted with a confirmation if your requested time was open. If your requested time is already taken, you will be contacted to make an adjustment. **Book early!**
- Please have all paperwork completed prior to your arrival.
- **Completed Inventory sheets are due by September 7th. Email your inventory to LVAG Treasurer, Jane Worrell at JLW0309@HOTMAIL.COM**
- **PPE is required. If you think you may have Covid19 symptoms, stay home and seek medical attention.**

PLEASE NOTE THAT THE INVENTORY SHEET HAS CHANGED.

- Every item will have a Sku#.
- Similar items at the same price will be assigned the same Sku# by the gallery. This is used to record the sale on the new Square Register.
- You **may** assign your merchandise (jewelry, 3D pieces...) **an Artists Item #.**
- **Artists Item number is optional** and a space is provided so you may keep track of your inventory

- If you do not want to use an item number for each piece of merchandise then note one item number on the inventory sheet and the quantity.
- Fill out the description or Item number on the inventory sheet. Leave an empty line under the description equal to the number like items. This will allow us to note each item that sells.
- You must attach a TAG (not provided) to each piece of merchandise, showing the item number or description that corresponds to that merchandise. When it sells, we will record or attach that tag to the back of our copy of the Square Register Receipt. If you want to know exactly which piece (of multiple like pieces) have sold, please add your item number to the tag.

Item numbers are not necessary on 2D artwork

An item number must be attached to the back of each card and sleeved print

Please make a copy of your inventory sheet for your records.

There will no longer be a hand written receipt for merchandise sales.

There will no longer be a Daily Transaction Sheet

Gallery attendants will not record sales on the artists inventory. This will be done internally.

YOU MUST USE THE GALLERY INVENTORY SHEET. IF YOU HAVE ANY QUESTIONS OR CONCERNS - PLEASE CONTACT BY PHONE, TEXT OR EMAIL :

LVAG TREASURER, JANE WORRELL 702-274-5858 EMAIL JLW0309@HOTMAIL.COM

You must be a LVAG member to show your artwork in the LVAG Gallery. Only artwork created by LVAG artists will be accepted. All artists who participate in collaborative works must be members of the LVAG, and all artists who work on a piece of art must be credited on the artwork ID card. IE; if John Doe, Jane Doe and Clint Eastwood all work on a single piece of art, then John, Jane and Clint must all be LVAG members and the Artwork ID tag must include all three names.

Art must be ready to hang with D-rings and wire. The wire cannot extend past the top of the artwork. The top of wire must be 3 inches below the top of the artwork or frame. Gallery wrapped artwork and unframed artwork must have finished sides. Damaged artwork will not be accepted.

All artwork, including jewelry, must remain on display for the entire exhibition period.

Copies of your original artwork i.e.; giclee's, prints, artist enhanced giclee's... must be identified as such on the Gallery ID tag info sheet.

Prints will be accepted matted, backed and in sleeves. 5 prints at no charge for each paid hung artwork or \$1.00 each. No charge for greeting cards. Maximum number of greeting cards per artist is 20.

Limit of 4 pieces of hung artwork per artist.

Artwork must be family friendly (No nudity) and non-political per the Galleria at Sunset.

No glass over 16" x 20"

The LVAG is not responsible for damages incurred due to poor workmanship of artwork. Please see full Release of Liability noted on the Artist Inventory sheet.

Artwork received during change out days will be inspected prior to hanging. The LVAG reserves the right to refuse to display any piece of artwork for any reason at any time. Artwork that does not meet the listed requirements and or

Gallery standards of quality will be available for pick up on Thursday, **September 17th** and a refund will be issued to the artists within 30 days.

Small works may be displayed on tables, shelves or in cases at the gallery's discretion.

EXHIBITION DISPLAY FEE: Based on the size of your artwork (including the frame) measured horizontally.

- Up to 12" is \$10.00
- 12" to 24" is \$20.00
- 24" to 36" is \$30.00
- 36" to 48" is \$40.00
- 48" to 60" is \$50.00

JEWELRY CASE RATES

- Small case, half shelf (approximately 22 inches) is \$20.00
- Large case, half shelf (approximately 32 inches) is \$30.00
- First come, first served bases till the cases are full

3D, CERAMICS, SCULPTURE, GLASS AND MISC. ITEMS

- Up to 6" is \$5.00 per piece
- 7" to 12" is \$7.50 per piece
- 13" to 24" is \$10.00 per piece
- Over 24", please call for price
- One 3D item is half price for each paid hung artwork.

"Pay to Stay"

If you would like to leave your artwork through **November 1st**, please *complete and deliver the new exhibition inventory* by 6:30 PM, **Sept. 15th**.

COMMISSION RATE:

- 20% (10% to Gallery and 10% to the person who makes the sale)
Yes, **YOU** make a 10% sales commission for selling others artwork in the gallery!
- No commission is charged on items under \$50.00

Artists' who leave artwork past the exhibition will be charged a \$5.00 per day storage fee and the artwork will become the property of the Las Vegas Artists' Guild after 30 days.

Payments for sales of the artwork will be made up to and within 30 days of the last date of the exhibition. I.e., by **December 1st**. No exceptions.

If you wish to have your check made out differently than your name (business name or aka) please indicate that on the intake form.

Artwork may not be changed out during an exhibition. Artwork may be changed out **only** on specified change out days.

When an artwork sells, the artist may bring in another piece that is the same size to replace it.

Please bring your business cards and brief bio.

Gallery Attendants are encouraged to bring in extra artwork to sell while volunteering at the Gallery. This is a great opportunity to sell your artwork with no fees and no commissions. Sign up to volunteer today!

*Please sign up to volunteer at the Gallery. We need everyone's participation to keep the Gallery open during regular mall hours. **Without your participation we cannot keep the Gallery.** Please contact LVAG Volunteer Coordinator, Kristi Watson at 702-757-7936 to sign up.*

Any questions or concerns regarding jewelry intake, please contact our Jewelry Coordinator Priscilla Rogers at 702-677-7567 or lvagjewelry@gmail.com

All other questions may be sent to lvartistsguildexhibitions@gmail.com You may also leave a message on the LVAG phone at 702-616-3351.

Artist Check List

1. **Completed Inventory sheets are due by September 7th.**
This gives us time to process your artwork information and create the additional tags for our new Square register.
2. Completed Artwork ID Tags: Attach a copy to your artwork and bring an extra copy so we can print your Gallery ID cards.

Thank you for your support and participation!!

Renew and join here: <https://www.lvartistsguild.org/join/>