

# LVAG Gallery

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

**Gallery Exhibition May 25<sup>th</sup> to July 10th, 2021**

**Artwork Drop off, Pick up One day ONLY  
Sunday, May 23rd, 2021, Noon to 5PM**

No appointment necessary  
Social Distancing Guidelines are still in effect

**Completed LVAG Inventory sheets are due by  
Monday, May 17th, 2021**

**VIP**

**\*\*\*Volunteer and Non-Volunteer**

**HANGING RATES \*\*\***

**(It pays to volunteer, please see below)**

## **LVAG Gallery Art Intake Guidelines**

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

- Please have all paperwork completed ONLINE prior to May 17<sup>th</sup>, 2021
- Please attach your artwork ID tag to your artwork
- Only LVAG official documents will be accepted.
- **Completed Inventory sheets are due by May 17th, Email your inventory to [Lvagintaketeam@gmail.com](mailto:Lvagintaketeam@gmail.com)**
- **PPE is required. If you think you may have Covid19 symptoms, stay home and seek medical attention.**
- General questions may be sent to [lvagexhibitions@gmail.com](mailto:lvagexhibitions@gmail.com)

## ABOUT THE INVENTORY SHEET.

- 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 artist's inventory. This will be done internally.

- **YOU MUST USE THE LVAG GALLERY INVENTORY SHEET. IF YOU HAVE ANY QUESTIONS OR CONCERNS - PLEASE CONTACT BY EMAIL: [Lvagintaketeam@gmail.com](mailto:Lvagintaketeam@gmail.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.

Artwork 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.

Artwork over 25 pounds 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 the 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 **Monday, May 24<sup>th</sup>**, and a refund will be issued to the artists within 30 days.

### **Gallery Volunteer Rates - 2021**

Please sign up to volunteer at <https://www.lvartistsguild.org/volunteer/volunteer-sign-up/> or, contact Sylvia Aldebol, Volunteer Liaison at 619-717-9067 to schedule.

**To be eligible for this rate you only need to volunteer for 1, 4 hour shift or 1, 6 hour shift ie: 1 Sunday. Per exhibition**

*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
- Location will be determined by Jewelry Coordinator Pricilla Rogers

*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.

**NON-Gallery Volunteer Rates - 2021**

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

- Up to 12" is \$20.00
- 12" to 24" is \$40.00
- 24" to 36" is \$60.00
- 36" to 48" is \$80.00
- 48" to 60" is \$100.00

*JEWELRY CASE RATES:*

- Small case, half shelf (approximately 22 inches) is \$40.00
- Large case, half shelf (approximately 32 inches) is \$60.00
- Location will be determined by Jewelry Coordinator Pricilla Rogers

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

- Up to 6" is \$10.00 per piece
- 7" to 12" is \$15.00 per piece
- 13" to 24" is \$20.00 per piece
- Over 24", please call for price
- One 3D item is half price for each paid hung artwork.

**"Pay to Stay"**

If you have met the **gallery volunteer requirements** and you would like to leave your artwork through **July 10th**, please go online and *complete a new exhibition inventory* by 5:00 PM, **May 17<sup>th</sup>**.

## 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
- Only individual items priced over 50.00 qualify for commission. A combination of multiple items that are priced under 50.00 that would total a sum greater than 50.00 does not qualify. Example: One piece priced at 60.00 qualifies for commission. Three pieces priced at 20.00 each does not qualify for commission.

**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 **August 10<sup>th</sup>**. 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.

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

**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 Liaison, Sylvia Adelbol at 619-717-9067, 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](mailto:lvagjewelry@gmail.com)

- All other questions may be sent to [Lvagintaketeam@gmail.com](mailto:Lvagintaketeam@gmail.com)  
You may also leave a message on the LVAG phone at 702-616-3351.

**Artist Check List/ Bring to the Gallery**

**1. A copy of your Completed Inventory sheet.**

Completed Inventory sheets must be emailed to **Lvagintaketeam@gmail.com** by May 17th. This gives us time to process your artwork information and create the tags for the Square register.

**2. Completed Artwork ID Tags:** Attach a copy to your artwork.

**Thank you for your support and participation!!**

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

Email inquiries here: Lvagintaketeam@gmail.com