



2nd Floor next to Dillards

LAS VEGAS ARTISTS' GUILD

1300 W Sunset Rd, #2109

Henderson, Nevada 89014

## Gallery Exhibition

**Dec 7th, 2021 to Jan 22nd, 2022**

**Paperwork Deadline to Intake:**

**MONDAY, November 29th, 2021**

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**ARTWORK PICK-UP (From previous Exhibit) & INTAKE**

**Sunday, Dec 5th, 2021, Noon to 5PM**

No appointment necessary  
Social Distancing Guidelines are still in effect

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## Guidelines

1. ONLINE: *Completed Inventory sheet.*

**Completed Inventory sheets must be emailed to [Lvagintaketeam@gmail.com](mailto:Lvagintaketeam@gmail.com) by the deadline of Nov 29th, 2021.**

*This gives us time to process your artwork information and create barcodes for the Square register and wall ID cards.*

**Bring your artwork to the gallery with LVAG ID Tags attached, and pay your hanging fees**

**on Sunday Dec 5th  
Noon to 5PM**

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

- Please attach your artwork ID tag to your artwork
- Only LVAG official documents will be accepted.
- **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)

# Gallery Display FEES

## **VOLUNTEER RATES – 2021**

**To be eligible for this rate you need to volunteer a minimum of 4 hours in the gallery PRIOR TO EXHIBITION DATE.**

### **ART WORK MEASURED HORIZONALLY INCLUDING FRAME**

**(Please enter H x W with each measurement on your inventory sheet it helps determine your fee).**

- Up to 12” is \$10.00
- 13” to 24” is \$20.00
- 25” to 36” is \$30.00
- 37” to 48” is \$40.00
- 49” 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.

### **TINY TREASURES**

- Up to 12” is \$5.00 per piece for Volunteers
- Up to 12” is \$10.00 per piece for Non-Volunteers
- Maximum of 4 pieces
- Must have D-rings like all 2D artwork

### **PAY TO STAY**

If you would like to leave your artwork for the next exhibition period, you will still need to fill out a new inventory sheet and submit online by entry deadline. You can click on the **PAY TO STAY** button if your inventory and volunteer status is the same. Please contact the intake team for assistance and or questions. [vagintaketeam@gmail.com](mailto:vagintaketeam@gmail.com)

# Gallery Display FEES

## **Non-Volunteer Rates – 2021**

### **ART WORK MEASURED HORIZONALLY INCLUDING FRAME**

**(Please enter H x W with each measurement on your inventory sheet it helps determine your fee).**

- Up to 12” is \$20.00
- 13” to 24” is \$40.00
- 25” to 36” is \$60.00
- 37” to 48” is \$80.00
- 49” 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.

### **TINY TREASURES**

- Up to 12” is \$5.00 per piece for Volunteers
- Up to 12” is \$10.00 per piece for Non-Volunteers
- Maximum of 4 pieces per artist
- Must have D-rings like all 2D artwork

### **PAY TO STAY**

If you would like to leave your artwork for the next exhibition period, you will still need to fill out a new inventory sheet and submit online by entry deadline. You can click on the **PAY TO STAY** button if your inventory and volunteer status is the same. Please contact the intake team for assistance and or questions. [lvagintaketeam@gmail.com](mailto:lvagintaketeam@gmail.com)

# INVENTORY SHEET & ARTWORK

- Every item will have a Bar Code 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...) your own **Artists Item #** for your own tracking of your inventory, but we will always make a new Bar Code SKU#.
- **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. If it sells, it must be sold to a customer of LVAG and processed through the LVAG SQUARE REGISTER. **You cannot sell your exhibit piece privately.** Artwork may not be changed out during an exhibition unless it sells, and it must be the same height and width. Otherwise, Artwork may be changed **only** on LVAG specified INTAKE and PICK-UP dates.

### **GICLEE**

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

### **PRINTS**

Prints must be matted, backed and in sleeves.

5 prints at no charge for each paid hung artwork or \$1.00 each.

### **GREETING CARDS**

No charge for greeting cards with maximum number per artist is 20pcs.

### **ARTWORK**

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 following intake, and a refund will be issued to the artists within 30 days.

### **COMMISSION RATE:**

- 20% (10% to Gallery and 10% to the person who makes the sale)  
IF YOU VOLUNTEER, 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: Three pieces priced at \$20.00 each does not qualify for commission.
- One piece of art priced at \$60.00 **qualifies** 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 15 days.**

## **PAYMENTS**

**Payments for sales** of the artwork will be made up to and within 30 days of the last date of the exhibition. 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.*

## **TABLE-TOP ART and SCULPTURES**

Small works may be displayed on tables, shelves, or in cases solely at the gallery's discretion. The number of pieces you may exhibit is at THE INTAKE TEAM'S discretion.

## **HELP US SELL YOUR ARTWORK**

Please bring 10 business cards and your ARTIST bio along with a brief description of your art pieces. It helps familiarize Volunteers with you and your artwork to help sell your pieces.

## **VOLUNTEER**

Volunteers may bring in artwork during their shifts to sell while volunteering at the Gallery. This is a great opportunity to sell your artwork with no fees and no commissions (typically paid to the gallery and sales person). So please sign up to volunteer today!

**To VOLUNTEER, Please contact LVAG Volunteer Liaison, Sylvia Adelbol at 619-717-9067.**

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)

**Thank you for your support and participation**

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.