



LAS VEGAS ARTISTS' GUILD  
1300 W Sunset Rd, #2109  
Henderson, Nevada 89014  
2<sup>nd</sup> Floor Next to Dillard's

## Gallery Exhibition Rules & Guidelines

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Revised by 6/21/22

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## 1. EXHIBITION SUBMISSION GUIDELINES

1. Fill out an **Inventory Form**, which can be found on the LVAG [website](#). Please include hanging width only with each measurement on your Inventory Form, it determines your fee.
2. Completed **Inventory Form** must be **emailed** to [lvagintaketeam@gmail.com](mailto:lvagintaketeam@gmail.com) by the **DEADLINE** for each show. This gives us time to process your artwork information, create wall ID cards, and bar codes for the Square register.
3. Bring your artwork with LVAG **ID Tags attached** to the Gallery on the day of **INTAKE**. **Hanging fees** will be processed at intake.
4. 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, so they can sell your pieces.

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## 2. SAFETY PROCEDURES FOR ARTWORK DROP OFF & PICK UP

- PPE is required.
- If you think you may have Covid19 symptoms, stay home and seek medical attention.
- Please attach your artwork ID tag to your artwork
- Only LVAG official documents will be accepted.
- General questions may be sent to [lvagintaketeam@gmail.com](mailto:lvagintaketeam@gmail.com)



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## Gallery Hanging Fees

### 3. VOLUNTEER RATES & INFORMATION – 2022

To be eligible for these rates, you need to **volunteer a minimum of 8 hours** in the gallery prior to **Intake Date**. 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**. So please sign up to volunteer today! IF YOU VOLUNTEER, yes, YOU **make a 10% sales commission** for selling others artwork in the gallery!

**To VOLUNTEER, please contact LVAG Volunteer Liaison, Bobbie Maxvill at 509-994-2800.**

Please include hanging width only with each measurement on your inventory form, it determines your fee.

#### 2D WALL ARTWORK:

Measured horizontally, including frame width

- 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:

Location will be determined by Jewelry Coordinator Pricilla Rogers

- 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.

#### 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)



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## Gallery Hanging Fees

### 4. NON-Volunteer RATES – 2022

Please include hanging width dimensions with each measurement on your inventory form, it determines your **fee**.

#### **2D WALL ARTWORK:**

Measured horizontally, including frame width

- 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:**

Location will be determined by Jewelry Coordinator Priscilla Rogers

- Small case, half shelf (approximately 22 inches) is \$40.00
- Large case, half shelf (approximately 32 inches) is \$60.00

#### **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 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)



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## 5. COMMISSION & PAYMENTS

A commission of 20% will be applied to items over \$50 that sell, 10% goes towards maintaining the LVAG Gallery and 10% to the Gallery Attendant. 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.

### 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.

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## 6. INVENTORY FORM INFORMATION

### Bar Codes & Artist Item Numbers:

- **Every item** will have a Bar Code SKU#.
- The bar-code will be assigned to the artist's name.
- When scanned, the gallery attendant enters the correct price. Please make sure prices are **readable**.
- 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.
- You may assign your merchandise your own **Artists Item #** for your own tracking purposes, but LVAG will always make a new Bar Code SKU#.
- An item number **must** be attached to the back of each card and sleeved print.
- You **must** use the LVAG Gallery Inventory Form. If you have any questions or concerns, please contact us by email: [Lvagintaketeam@gmail.com](mailto:Lvagintaketeam@gmail.com)



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### **Selling multiple similar items:**

- Artists Item number is optional, and a space is provided so you may keep track of your inventory.
- 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. If you want to know exactly which piece (of multiple like pieces) have sold, please add your item number to the tag.
- 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.

### **Barcode System:**

After completing and submitting their Inventory Sheets to the Intake Team, each and every artist will have their own individual barcode number. That number has been set at a variable rate for pricing. The price of each item will be rung up by the gallery attendant using the price clearly marked on the art item. In order to input the correct price for an item, each item must be marked with the correct price by the artist. If you have any old barcodes or old different prices or price tickets, please remove them from your artwork. We are going to identify what was sold by the price.

An example would be if you have 3 paintings, put a different price on each one. So if they are of a similar value, one could be \$325.00; one could be \$330.00; and one could be \$335.00. This information is marked on your submitted inventory sheet with the name of your painting. You will then be able to identify what sold by the price point.

At Intake we will give you extra barcodes. When you sell an item please email [lvagintaketeam@gmail.com](mailto:lvagintaketeam@gmail.com) and let us know what you are bringing in to replace what was sold. The Intake Team will manually adjust your inventory sheet. Stick the barcode on the replacement artwork and take it to the Guild. It is a simple process and no waiting for someone to give you a bar code number. But you **MUST** email the Intake Team to let us know what you bringing to the Guild. Also please remember that you cannot change the prices of your items in the exhibit during the exhibit. Any prices changes can happen at the next intake.

### **LVAG Membership:**

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.



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## 7. ARTWORK GUIDELINES

### Hanging Requirements:

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.

### Gallery Exhibition Rules:

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.

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

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 Form. 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.

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.



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## **GICLEE**

Copies of your original artwork, including Giclee prints, and 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.

We are also extending the opportunity for paying Jewelry Case Artists to bring in 5 prints of your own artwork on Intake Day. These prints must be included on your inventory sheets and must be of your own artwork.

## **GREETING CARDS**

If you are a paying Wall Artist or a paying Jewelry Case Artist, you may place 20 pieces of greeting cards per artist at no charge. All cards must be the work of the artist.

If a member artist wants to place greeting cards of their own work at the gallery but they are not paying to hang wall art or have jewelry in the cases, the charge for just cards will be \$0.20 per card (Minimum of 5 cards with the maximum of 20 cards). These cards will have to be included on your inventory sheet and brought in on the appropriate Intake Day.

## **2D WALL ART**

Limit of 4 pieces of hung artwork per artist.

No glass over 16" x 20"

## **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.

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## **8. QUESTIONS & CONTACT**

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), or you may also leave a message on the LVAG phone at 702-616-3351.

Thank you for your support and participation!