

## DISPLAY RULES - ART DEPOT GALLERY 2015

### River Region Art Association

The Art Depot Gallery of River Region Art Association is an on-going exhibit of oil and acrylic paintings, watercolors, drawings, photography, digital art, jewelry, pottery, crafts, and affordable cards and prints -- all created by members of the association. The purpose of the gallery is not to promote the work of any one artist, or group of artists, but to present the art of the entire membership equally. Every effort will be made to ensure that all artists have equal display space and visibility for their art. The gallery is staffed by volunteer docents who are essential to keeping the gallery open. A gallery committee will oversee the day to day operations.

#### Eligibility Requirements

The following are eligibility requirements for an artist to display and sell art at the gallery.

- ✓ Must be a member of RRAA and have paid membership dues for the current year.
- ✓ Members who serve as docents will pay an annual hanging fee of \$40.
- ✓ Members who are unable to docent will pay an annual hanging fee of \$90.

#### Display Rules

The Front Gallery is designed to showcase the work of all our participating artists. The Hanging Committee will select one piece from each artist and determine its placement in this room. For security reasons, much of the jewelry will be displayed in the Front Gallery.

Due to space limitations, **artists must choose only one** of the following three types of art to display:

1. **Hanging Art** – Each artist will have 4-foot wide reserved section of wall space (selected by a drawing) in either the Main or Hall Gallery. There is no limit to the number of pieces; however, the art (frame included) must fit inside the space. There is no height restriction. Art must be securely framed with wire on the back for hanging, no saw tooth hangers allowed. Gallery wrapped canvases are accepted. Non-framed 2-dimensional items (i.e. prints, cards, photographs) may be displayed, but only in standard browse boxes provided by RRAA and placed in front of the member's reserved section. No containers other than those supplied by RRAA are allowed. Artists who hang art are allowed to display, in addition, one 3-D or one piece (set) of jewelry.
2. **Jewelry** – Limit 10 pieces. One price tag equals 1 piece. A jewelry set with one price tag equals 1 piece.
3. **Non-Hanging or Three Dimensional Art** – Limit 10 pieces. This applies to artwork that will not hang on walls.

#### Docent Rules

- ✓ Docents must work at the gallery a minimum of one day or two half days a month.
- ✓ Docent gallery hours are 11 am - 5 pm. Hours for ½ day are 11:00 am – 2:00 pm or 2:00 pm - 5:00 pm.
- ✓ If unable to work on assigned day, docent is responsible for finding another docent replacement.
- ✓ In case of an emergency only, docent must contact the gallery scheduler if not able to find a replacement.
- ✓ Docents may not leave the gallery unattended during his/her shift.
- ✓ Docents may bring additional art on their assigned day. However, this additional art may only be placed in the designated docent display area. All items must be removed at the end of the shift.
- ✓ Docents are welcome to create art while at the gallery, but attention to visitors is the main priority for docents.

#### Sales

Art sales at the gallery will be processed through RRAA. A 20% donation of the sales price will go to RRAA, a non-profit organization. Artists will receive payments on art sales on a monthly basis.

*For more information, contact Art Depot Gallery at 225-644-8496.*

# LETTER OF AGREEMENT – ART DEPOT GALLERY 2015

By and between:

**River Region Art Association**, 1008 W. Hwy. 30, Gonzales, LA 70737; and,

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

This Letter of Agreement for services described below between the undersigned purchaser of the services (herein called "Association") and the undersigned Artist (referred herein as "Artist") as parties to the Agreement, hereby agree as follows:

<b>Regarding:</b>	<b>Display and Sales of Art</b>
Place of Services:	Art Depot Gallery of River Region Art Association
1008 W. Hwy. 30, Gonzales, LA	70737
Engagement Dates:	From _____ to _____
Description of Engagement:	Once all eligibility requirements are met, Artist can display and sell art at the Art Depot Gallery.

In payment of services under this Agreement, the Artist will pay River Region Art Association a hanging fee as specified in the Art Depot Gallery Rules. The Association shall pay the Artist 80% of all sales of art. Payment to the Artist will be made on a monthly basis within 10 days of the end of each month Up on receipt of Form W-9.

Artist understands and agrees that work associated with this Agreement is of a short-term, contract nature. No promises or guarantees, expressed or implied, have been made to the Artist regarding the provision of contract services beyond the performance date(s). Artist understands and agrees that he/she is not an employee of River Region Art Association. Artist shall be responsible for payment of his/her own expenses and benefits, including all taxes, licenses, benefits, etc.

**Liability & Agreement** By signing below, the Artist agrees to release, defend and hold harmless River Region Art Association, and all their officials and gallery volunteers from and against any and all losses, costs, damages, liability, or expenses (including any attorney's fees) arising out of or resulting from any accident, bodily injury, property loss of the occurrences to any person or persons in service of this Agreement or any part thereof. Artist acknowledges receipt of the Art Depot Gallery Display Rules and agrees to follow the rules. Artist understands that failure to follow the rules will result in forfeiture of eligibility to display and sell art at the Art Depot Gallery.

\_\_\_\_\_  
Print Name of Artist

\_\_\_\_\_  
Social Security Number of Artist

\_\_\_\_\_  
Signature of Artist

\_\_\_\_\_  
Date

**Keep a copy for your records and return this completed signed agreement before the services are to begin. No payment will be made to the Artist without this signed agreement.**