



## **Gallery Shop Guidelines**

### **What is the Gallery Shop?**

At the Newark Arts Alliance, we have two galleries and a classroom. The two galleries are: the Exhibition Gallery (for monthly exhibitions) and the Gallery Shop. The Gallery Shop offers a space for local artists to display and sell art year-round.

### **Membership & Age Requirement**

In order to submit works for display in the Gallery Shop, you must be a current Member of the Newark Arts Alliance. Membership is \$30 per year for an Individual and \$50 per year for a Household. The Newark Arts Alliance is a 501c3 nonprofit organization, so these fees are tax-deductible. In addition, an artist must be at least 16 years old. Artists under 18 must have a parent or guardian sign their inventory sheet.

### **Inventory Sheet and Inventory Codes**

Upon submission, the artwork must be entered into an inventory sheet, with a unique inventory code for each piece. First-time exhibitors will be assisted by the gallery monitor on duty. The inventory sheet includes a hold-harmless agreement that must be signed.

Your inventory code will begin with three initials. The third initial must match your last name. Each item receives a unique number. So a sequence of inventory codes for an artist with initials ELK would look like: ELK-1, ELK-2, etc.

Shelf work and jewelry must have stickers or tags that include inventory code and price.

### **Standards for Display**

All media is acceptable, including hanging art, shelf displays, and jewelry. All work must be original and executed by the artist. No work from mass produced kits will be accepted.

Photographs, etchings, woodcuts, and linoleum prints may be framed for hanging. Other prints, such as giclee, may be displayed unframed in our print rack.

Work must be ready to display or hang. Two-dimensional work should be cleanly mounted and/or framed with a hanging wire on the back. Central hanging devices (e.g. rings and saw-tooth hangers) do not work with the NAA hanging system.

Work will be reviewed by the Gallery Shop Committee for its originality, craftsmanship, and presentation.

### **Submission and Display Times**

Work can be submitted for the Gallery Shop at any time during regular hours. The Gallery Shop Committee meets on the first Monday of each month to review work. However, individual members of the Committee may also jury throughout the month. Accepted work will go on display. Work not accepted will be moved to storage area in the back of the classroom. Artists will only be notified if work is not accepted.

The maximum display time is 3 months, after which artists will be notified to pick up their work. Artists may be asked to pick up work with a seasonal theme earlier than 3 months. Because space is limited, artists must pick up work promptly when notified. Items left more than 1 month after the first notification will be considered donations to the NAA.

### **Display Guarantee**

NAA Members are guaranteed at least 1 item in the shop, pending standards for originality and quality. Due to space considerations, not all of an artist's submissions will necessarily be accepted for display. The Committee will not respond to queries on why individual works were not accepted to the Gallery Shop.

### **The Gallery Shop Committee**

The Newark Arts Alliance's Gallery Shop is coordinated by our Gallery Shop Committee. This Committee is comprised of an NAA Board Member and volunteers from our community. You may contact the Gallery Shop Committee by sending an email to Debbie Hegedus at [debhegedus@yahoo.com](mailto:debhegedus@yahoo.com)

### **Artist Statement**

Member artists are invited to submit a 1-page biography / artist statement to be kept on file in the Gallery Shop. Please include contact information.

### **Commission Rates**

When a work sells, the NAA will receive 30% and the Member artist will receive 70%. If a Member volunteers for at least 3 hours during the month of the sale, then they will be considered a "Working Member" for that month—in that case, the NAA will receive 20% and the Member artists will receive 80%. Volunteers typically work as Gallery Monitors—ask us about becoming a Gallery Monitor today!

### **Payment for Artwork Sold**

Sales are tabulated at the end of the month, and checks are typically mailed in the second week of the following month.

### **Maximum Number of Items that One Artist May Display**

Hanging Art Only: 3

Shelf Items Only: 8

Jewelry Pieces/Sets Only: 8

Hanging Art and Shelf Items: 2 and 8

Hanging Art and Jewelry: 2 and 8

Shelf Items and Jewelry: 4 of one, 8 of the other

Hanging Art, Shelf Items, and Jewelry: 2 Hanging, 4 Shelf, 6 Jewelry

**Newark Arts Alliance | 276 E. Main St., Ste. 102 | Newark, DE 19711  
302-266-7266 | [www.newarkartsalliance.org](http://www.newarkartsalliance.org)**

**Hours: Tuesday through Sunday, 11am-3pm | Thursday, 11am-6pm**