



Member Gallery Shop Guidelines

The Newark Arts Alliance makes it easy to sell your artwork. We handle the display and sale, leaving you with more time to focus on the best part—creating new work! Our Member Gallery Shop provides a space for local artists and craftspersons to display and sell art year-round.

Membership & age requirements

- All current members of the Newark Arts Alliance are eligible to submit works for display in the Gallery Shop. You can join at the NAA or online at: <https://www.newarkartsalliance.org/become-a-member/>
- Artists must be at least 16 years old to sell work in the shop. Artists under 18 must have a parent or guardian sign their inventory sheet.

Standards for acceptance

- We accept works in all media. 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 giclée, may be displayed unframed, but matted with a backer board and in a plastic sleeve in our print rack.
- Work must be ready to display or hanging. Hanging work must be securely mounted or framed with a wire on the back. Unframed, wrap-around canvases with a hanging wire are also acceptable.
- Work will be reviewed by the Gallery Shop Committee for its originality, craftsmanship, and presentation.

Display guarantee

- NAA Members are guaranteed at least one 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.

Submission, display times, and pick-up

- Work can be submitted for the Gallery Shop at any time during regular business hours.
- The Gallery Shop Committee typically 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 placed in our storage area; please pick up your work promptly.
- Artists will only be notified if work is not accepted.
- Items will typically stay on display for 3 months, though it may be longer, based on the needs of the shop. Artists may be asked to pick up seasonal items earlier than 3 months.

- Because space is limited, artists must pick up work promptly when notified. Items left more than one month after the first notification will be considered donations to the NAA.

Inventory sheet, codes, and tagging your items

Your inventory sheet and price tags are integral parts of our sales system. Filling everything out neatly and completely is critical for ensuring artists are paid correctly. Please follow these instructions carefully. All hand-written inventory sheets and price tags must be completely legible or your work cannot be accepted.

- Download a pdf Inventory Sheet from our website and complete prior to bringing your work into the NAA or fill one out when you visit the NAA.
 - *Artist Number* – Your inventory code will begin with your artist number. You will be assigned an artist number the first time you submit work. We will tag your work for you at your first visit. We will notify you of your artist number so that you can properly tag your work on later submissions. Inventory sheets are kept in binders, filed alphabetically by last name.
 - Complete your *name and contact information*. If you're uncertain of your *membership expiration date*, we will look that information up for you.
 - Listing your items:
 - *Inventory Code* – Your artist number followed by 1, 2, 3, 4, 5, etc.
 - *Title* of the work (if applicable)
 - *Medium* used to create work
 - *Price* – Artists set their own prices.
 - The inventory sheet includes a hold-harmless agreement and must be signed.
- *Tagging*
 - Each item must be tagged with an inventory code and price. We will create pre-printed tags for you with your artist number and store them with your inventory sheet after your first submission and you can take them when needed. Until then, you can create your own.
 - Hanging work – Please label the back of your artwork with a tag that includes your inventory number and price.
 - Jewelry – Our jewelry space is limited. Please keep your tags and cards a reasonable size.
 - Earrings must be on cards. String or ring tags are best for necklaces, bracelets, and rings.

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! There are other volunteer opportunities as well, let us know if you're interested in helping in other ways.

Payment for Artwork Sold

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

Maximum Number of Items that One Artist May Display

Hanging Art Only: 4

Jewelry Pieces/Sets: 15 (depends on size, some may be held in storage until other work sells)

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

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.

Newark Arts Alliance | 276 E. Main St., Ste. 102 | Newark, DE 19711 302-266-7266 | www.newarkartsalliance.org Hours: Tues., Wed., Fri. Sat., 12-4pm, Thurs., 4-7pm