

Dear Fellow Artist,

Welcome to the Newark Arts Alliance gallery shop. We are happy to have you. Below is a list of important things for you to know. Items are accepted on commission and are juried.

Juried Work: We reserve the right to accept work that is seasonally appropriate which is submitted by the Saturday before the first Monday of the month. (An appointment can be made for dropping off work at other times.) Works generally hang for 3 months at our discretion.

Hangers: Due to the hanging system in place at our shop/gallery we CAN NOT accept saw tooth hangers. All pictures must be hung with a taut wire at a distance of  $\frac{1}{4}$  the total height of the work from the top of the frame. All wall art with sawtooth hangers will be rejected. *It is ok to resubmit work that meets our hanging requirements after adjustments are made.*



Packaging: How a work is presented is important in conveying a high level of quality in the shop. When using poly bags (If you must) they must fit snugly around the work. Items shouldn't be loose in a bag. All prints should be in a clear bag to protect it..

Packing Material: All packing materials left with the art that needs to be re-claimed should be labeled with the artists name. Please bring portfolios and packing blankets back home.

Inventory Labels: All work must be signed into the alphabetized binders and also on the front desk **clip board** (so it can be entered in our computer).

Number of Pieces in Shop: While it is ok to have additional inventory, please understand that our storage space is limited.

Cards - please limit the total number of cards to 15 of a type/theme

It is ok to have more than 15 if you have several themes: ie. 5 Holiday, 5 Blank, 5 Juvenile Birthday, 5 Birthday, 5 Pet Loss etc.

Pick Up: You will be notified by email that you have work to be picked up. After a 2nd notification, if we have not heard from you, the work will become the property of the NAA.

Thank you & regards,  
The Shop Committee

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