

Member Shop Guidelines

Newark Arts Alliance

The Newark Arts Alliance makes it easy to sell your artwork. We handle the display and sales, leaving you with more time to focus on the best part, creating. The Members' Shop Committee and Jewelry Subcommittee oversee the shop, with the help of our staff.

Membership & Age Requirements

- All **current members** of the Newark Arts Alliance are eligible to submit works for display in the Members' Shop.
- If you allow your membership to expire, your work will be **removed** from the shop.
- 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.
- _____ (initial here)

Standards for Acceptance

All submitted work will be **juried** by the Member's Shop committee and the jewelry subcommittee for its **originality, craftsmanship, presentation**. When jurying we do our best to accept & display the work of all members submitting. There are limits on the number of submissions in each category. _____ (initial here)

The shop will often have a theme; sometimes it's seasonal or may reflect our current gallery exhibit. Submitted work does not have to follow the theme. All types of media may be submitted. Work must be original and executed by the artist. No work from mass produced kits or materials containing trademarked designs, ie Disney Characters, will be accepted.

Submissions Procedure (see flow chart)

Member's Shop work generally can be dropped off during business hours, **the Tuesday- Saturday before the last Monday of the month.** _____ (initial here)

1. All art **must be labeled and tagged** with - artist name, artist number, medium, price, title (if applicable), and contact information.

- a. New members need to contact info@newarkartsalliance.org. Each artist will be provided with an **artist number for our Point of Sale system, LIBERTY.**
 - b. All submitted pieces must have an **orange** “to be juried” tag taped to it.
 - c. Wall art should also have a **white** tag attached to the back of the work.
2. Inventory Sheets- can be [downloaded](#) & printed out to be placed in the binders. Blank copies are also available in the front of the inventory binders in the shop. You must completely fill out a hard-copy inventory sheet for consideration by the Shop Committee. It will be entered into our computer inventory system by a shop volunteer.
 3. Enter your name and your submitted pieces on the clipboard behind the front desk. This quick reference helps the shop committee keep an eye on what has come into the shop recently.
 4. Please **do not** leave your packing materials. We do not have the storage space. They will be disposed of.

Work generally is displayed for 3 months or at the committee’s discretion.

- Artists will receive a “pick-up” email for unsold work from one of the committee members. **It is important to pick up as soon as possible due** to limited storage space.
- **Work not picked up after 1 month and 3 contacts by email and/or phone will become the property of the Newark Arts Alliance.** If you are unable to pick up the work please contact us to make alternative arrangements. (initial here).

Commission Rates

- **Non-working Members receive 70%, working Members receive 80%**
 - Members are considered “working” if they work a minimum of 4 hours per month. These volunteer hours can be earned in a variety of ways. Contact info@newarkartsalliance.org.
- Commissions checks are mailed out once a month. (initial here)

Contacts

Member’s Shop committee email four questions to our co-chairs:

Michele Tilford MDTilford@gmail.com

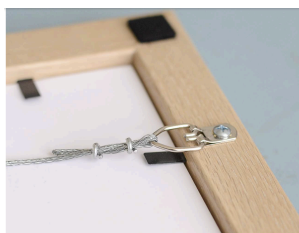
Mary LowesteinAnderson melanderson1@icloud.com

Maureen Coughlan mjckac@gmail.com jewelry sub-committee

Signed _____ Dated _____

Other Helpful Information

Due to our hanging system we CAN NOT accept work with a saw tooth hanger. All hanging work must be submitted with a wire mounted frame.



Wall Art

Prints

- Open and Limited edition prints. Open editions are mass produced (it's helpful to mention if archival materials were used)
- Limited editions are inscribed with the series numbers and signed
- Photographs and prints may be submitted in rigid backed fitted plastic sleeves or framed.
- All prints must be clearly displayed that they ARE A PRINT (specify what kind of print, archival, giclee, etc.)

Paintings

- Framed or unframed, wrap-around canvases with a hanging wire are also acceptable as long as the **edges are painted in a finished thoughtful approach.**
- **Submissions of are limited to 3 framed works, and/or 4 large prints and/or 4 small prints. Size limit: 36" square**

3-D Work

- Ceramics will be displayed on pedestals, shelves or hung. Items hung from the ceiling must be less than 15lbs.
- Small stained glass pieces can be hung in our window. Larger works may also be accommodated, please contact for options.
- Home Goods - consider adding care instructions
- **Submissions are limited to 2 large works, 4 medium, 4 small**

Fiber Art

- Clothing - include size, fabric content and care instructions
- Home Goods - consider adding care instructions
- **Submissions are limited to: 6 Scarves/hats, 4 pillows & blankets, 6 tote bags, 2 wall hangings**

Books & Cards

- Single cards may be submitted in either a fitted plastic sleeve or the card and envelope can be bundled with a paper sleeve. Each card (unless it's a note card set) must have a Liberty price sticker.
- **Submissions are limited to 8 assorted cards (please not more than 3 duplicates of each card, for a total of 12 cards in total.**
- Books: limit **3 of one title**. (Unless there's a reading- please contact the shop chairs: Michele or Mary for special displays.)
- **The shop will not keep back stock of cards or books.**