



POLICY MANUAL

MEMBER ARTIST RESPONSIBILITIES

MONTHLY SUBMISSIONS

Each month 2D Artists may submit up to 4 works totaling no more than 4ft across by 4ft vertical (including sufficient space between those works). Original works only may be submitted. Each work must be professionally framed. Works that do not adhere to the Gallery framing standards will not be hung. Artwork on display at Gallery Underground should be removed from all other sales platforms while at the Gallery. Artists should not submit artwork that has been in the Gallery within the previous four months. 2D Artists may also bring in 4 shrink wraps and boxes of notecards. 3D Artists may submit 6 – 8 works. The Gallery supplies pedestals/display stands. 3D Artists may also provide their own stands for sale with their art.

RECEPTIONS

Receptions are held the first Friday of every month between 5pm and 7pm. Artists must volunteer at 3 of the 6 receptions held during the 6-month contract period.

DELIVERY OF ARTWORK

Artists will receive an email the week before receiving with instructions. Delivery/pick-up of artwork is scheduled for the week leading up to the first Monday of the month when we hang the show. We encourage artists to bring their work the Thursday or Friday preceding Installation Monday. Artists may bring in their art for the next month(s) anytime if they are unable to deliver art during receiving.

Artists will type their own labels and attach them to the back of their work. Artists will also bring an inventory sheet which must list the Artist's name, title, media, dimensions, and price for each work. Shrink wraps must be listed separately on the inventory. Notecards are not listed on the inventory.

Any work not received by 10am on Installation Monday will not be hung in the show. No exceptions. For each six-month contract period the Gallery Director sends out a schedule with receiving, installation, and reception dates for member artists' reference.



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PRICING

No 2D work may be priced below \$100. Shrink-wraps may be priced below \$100. The Gallery adds the applicable sales tax to the price of works when they sell.

PURCHASE OF ARTWORK

When artwork is purchased, the customer takes it with them directly. When an Artist's work sells, the Gallery will contact the Artist with details. Artists may replace the sold artwork with another piece. The Gallery website also has an online store. Artists may submit photos of 2 pieces each month for inclusion in the online store. Artists receive 80 percent of the sale price and the Gallery keeps 20 percent. The Gallery pays all applicable sales tax. The price of shipping art from the online store is added by the Gallery Director. The Gallery Director will ship all artwork sold in the online store. Art payments are made through direct deposit. Each artist must provide the Gallery with necessary bank information to accommodate direct deposit.

GRIEVANCE PROCEDURES

If an artist has a concern or complaint, they should address it with the Gallery Director. Membership in the Gallery and Alliance is a privilege. Unprofessional behavior toward any Gallery Director, member, or official may result in temporary or permanent suspension by decision of the full Board with no refund of gallery rent.

HANGING SHOWS

The exhibits are hung by the Gallery Director and staff members. Artists may not rearrange art after the show is hung. The Gallery Director has the final say in the curation of the show. Please consult the website for our framing standards, inventory sheet, and label template. These documents are found here:

<https://www.arlingtonartistsalliance.org/gallery-underground-members-only>