



## TEAA Policy Displaying and Selling Artwork in the Gallery

**The purpose of this policy is to provide guidance for members showing and selling their original work or prints.**

### **Main Gallery**

1. Only original art, digital art and photography will be allowed to hang in the Main Gallery and will be on display for one month; two months if the Gallery Manager is contacted. Original art must be framed, or gallery wrap canvas. Digital art and photography must be framed, gallery wrap canvas, or on metal or other rigid material designed for no framing. Artists can bring up to four pieces at a time. When a piece sells the artist will be notified and allowed to bring in a replacement piece.
2. Artists may also present for sale in the racks or baskets in the Main Gallery up to 10 matted pieces of original art, digital art or photography (in sleeves or shrink wrapped) with backers. No duplicates are permitted, and work must be the artist's own, not copies of other artist's work. Size and packaging of these items will be monitored by the Gallery Manager and those that are too large for the racks or are not packaged properly will be removed. Artists are encouraged to change out their work every couple of months.
3. Sculpture, art, glass, pottery and other 3D art are also permitted to be displayed in the Main Gallery and will be placed appropriately by the Hanging Committee.
4. See Gallery procedures to check in art as the days and times may change annually.

### **Entry Gallery**

1. Artwork may also be displayed for sale in the Entry Gallery. Up to 10 Prints, Giclee, digital art and photographs may be placed in bins or hung on the walls. Other items may be displayed on shelves or on/in the display cases.
2. To display your work in the Entry Gallery, members must contact the Entry Gallery Manager to find out how much space is available and how long your item(s) can be on display. Items can remain in the Entry Gallery for 6 months unless seasonal.  
*Note: The Entry Gallery Manager is the only person allowed to arrange items (except cards) in the Entrance Gallery.*
3. Members may sell cards in the Entry Gallery. To put cards in this space, contact the Entry Gallery Manager who will assign a space for you. Each individual artist is responsible for managing their inventory and keeping their space full.
4. See Gallery procedures to check in art, days, and times since these may change annually.



## TEAA PROCEDURE Submitting Art 2024-2025

### **MAIN GALLERY (Monthly Shows)** Mary Ann Gantenbein, Manager

1. Members can submit up to four original pieces of framed or gallery wrap canvas artwork for each monthly show.
2. Bring your artwork to the gallery on one of the specified art intake days: Sunday after 3 pm and Monday, prior to "ArtWalk" (which takes place the first Saturday of each month).
  - a) Enter the indicated information in the Sales Art Logbook for each piece you submit. The book is placed on the front table in the studio.
  - b) Fill out the small, temporary white labels provided with your name, media, artwork title and price; and attach it to the **front** of the artwork.
3. Take your artwork with the completed temporary label attached into the main gallery and set it on the floor leaning against the wall where the hanging committee will find it. All hanging artwork must be framed and have a hanging wire on the back; no sawtooth hangers are permitted. Artwork "must" be picked up after one month in the Main Gallery, or two months if the Main Gallery Manager is notified and gives approval.
4. If you are the Featured Artist of the Month, please review the document titled "Featured Artist of the Month" to learn what you need to do and contact Main Gallery Manager to let her know how much space you will need before they hang the show.

### **ENTRY GALLERY** Mary Schlunegger, Manager

#### **Prints**

1. Prints must be in plastic sleeves with your name, price, and note that it is a "print" on the back (information about the title is optional).
2. Place prints in the "print rack" next to the bathroom door.
3. Prints can be placed or removed by members at any time.

#### **Cards**

1. Cards must be in plastic sleeves with your name and price on artists' own sticky label.
2. When putting cards in the card rack for the first time, notify the Entry Gallery Manager for a space. For the first time only, leave the cards on the front table during regular Art Intake and clearly label, "for the card rack". The Manager will find a space in the racks.
3. Following initial entry, cards can be placed or removed by members at any time.

#### **Framed Prints, Small Original Paintings, and Items for the Cubbies**

1. **Artists Must Notify** the Entry Gallery Manager about any items for display to ensure there is room.
2. After notification and approval, submit your art at the regular Art Intake each month
  - a) Tag each item with the "blue" labels that replicate labels for the Main Gallery.
  - b) Use the "Entry Gallery Inventory" binder with the blue cover page, not to be confused with the Main Gallery sign-in binder.
  - c) Members are responsible for keeping track of their items placed in or removed from the Entry gallery, not the Entry Gallery Manager.
3. Small, framed pieces are displayed in the cubbies at the Entry Gallery Manager's discretion.
4. Art can remain for 6 months unless pieces are seasonal. Notify Entry Gallery Manager about replacing sold items. Members who leave for extended times can contact the Entry Gallery Manger for arrangements.