

## Application Process, Exhibit Requirements and Consignment Agreement

### General Information:

#### Open themed submission:

Artists may submit any style or medium of art they wish to offer for consideration for gallery display, regardless of size, genre or medium. Upon reviewing an artist's body of work the gallery may contact the artist and request to see further examples of a particular selection of the artist's portfolio for consideration if available.

#### Display Periods:

The gallery system is based on 6 week display periods, with staggered start dates to promote a smooth rotation of new art on display at all times.

#### Fees:

The fee for each 6 week display period is **\$25.00**.

### To Apply:

#### Submission Process:

Artist will **email the Gallery up to 15 (fifteen) images for consideration** for display. There is NO fee for applying. Artist may send as few as 1, and maximum of 15 emailed digital images of your work with contact information and price/size/title list included to: [reflectionsgallerytn@gmail.com](mailto:reflectionsgallerytn@gmail.com) (please review the "How to Submit Your Work" page for detailed instructions).

\*If you are unable to email images, call to set up an appointment for in-person submission at (423)-892-3072.

Artist's **work is reviewed** by the anonymous gallery review panel and, if approved, a selection is made for display and the artist is contacted with further instructions.

If the artist is in agreement with the selection of the gallery, the **artist will receive an art drop off date, and art hanging date which will mark the beginning of their 6 week display term** and the start of their consignment contract with the gallery.

The **commission** on all work sold is **%30** of the pre-tax sale price as set by the artist on the Artwork Delivery Form. Be sure that any tags on the back of artwork correspond exactly to the information on the Artwork Delivery Form.

### Delivery and Display:

On the drop off day, the artist will pay the **\$25 display fee** and **deliver all of their selected work** to the gallery. Drop-off must be accompanied by a filled out and signed **Artwork Delivery Form**. Displaying artists are also allowed to have one gallery approved **"prints and unframed originals" flip/folding bin** delivered on drop-off day, with the contents listed individually on the **Artwork Delivery Addendum Form**. Contents of print bin must be price labeled and titled corresponding to the addendum form list by the artist.

Submissions for our **"\$100 and Under Wall"** may be sent after artist's acceptance for gallery display under general submissions. **Any artist currently on or in agreement to display is invited to submit up to 5 (five) original works priced at \$100 or less, for display on the "\$100 and Under Wall"**. All paintings on this wall will function under the same 6 week contract as the rest of the artist's body of work, operating on the same drop-off and removal dates. These works should be listed on the Artwork Addendum Form, and can be listed in conjunction with the print bin contents if applicable.

**Hanging of the artwork** will occur over the two days following drop-off. Placement and use of space is at the discretion of the gallery, based on wall availability. Artist's work may remain in its original location throughout the 6 week display period, or may be subject to re-arranging as other work is delivered and removed.

If a piece is sold during the six week display period, the artist will be contacted about the opportunity to replace it with a new set of submissions for consideration by the art panel. The replacement work will be under the same existing 6 week contract as the remaining body of work.

**At the end of the initial 6 week display period, the artist's body of work will be up for consideration of performance.** Artists who have sold work and/or generated popular interest may receive an invitation to renew their contract for a second consecutive 6 week period at the same \$25 rate. Some artists may be asked to reapply for scheduling to display again later in the season – the main goal of this is to keep things moving and fresh on the walls, and artists may reapply as often as they desire. We also hope to encourage artists to self-promotion; generating interest in their work and foot traffic in the Gallery by inviting the people in their own lives to come in and view their work, through personal invitation, social media or otherwise!

### **Art Condition Requirements:**

#### **ID Tags:**

All artwork accepted must have the following information attached to, or printed visibly on the back: **Title, medium, price, artist name, and size** (outer frame dimensions). Tags **MUST** match information provided on Artwork Delivery Form.

#### **Condition:**

Art work found to be in unacceptable condition by the gallery art panel (with visible damage to art or framing) upon physical delivery, are subject to rejection from the exhibit if the problem cannot be corrected before the art hanging date. Artists will be notified promptly of any concerns. If the artist is aware of existing damage to art or framing, we may be able to help repair this work for a small fee, call for more information.

#### **Backing/Displays:**

**All hanging pieces must be outfitted with a dust cover and appropriate wire, French cleat, or "D-ring" hanging system (no saw-tooth hangers on larger items please).** Canvases must have either painted or finished edges and/or frames. Canvases with unpainted or stapled sides must be framed. If artwork is not properly outfitted for hanging when delivered, a fee of \$5.00 per applicable piece will be charged for backing services necessary for installation.

\*3D Work- Artists with **sculptural, three dimensional standing or jewelry items** are advised to provide adequate display bases if items cannot stand on their own. Items with rough bases may require felt pads to prevent scratching of display surfaces.

### **End of Display Retrieval of Work:**

**All work that remains at the end of a non-renewed 6 week term must be signed out and picked up on the final day.** All exhibiting artists must **deliver and retrieve artwork promptly** according to the dates set for each display.

**Pick up** is on the last day of the display dates, NEVER before. Exhibited works must remain at the gallery until the display closing date. Special requests for early removal are considered, but need to be made as early on as possible. **If the artist is unable to deliver or retrieve work on the set dates, arrangements must be made for temporary storage by contacting the gallery's Artist Liaison as soon as possible, and at least three days before the end date for display.**

Prompt pick up insures the best care for all work. Reflections Gallery does not have storage space for pieces left beyond dates of show. Any work left without prior notice will be charged a **\$10 fee**. If work is ever left indefinitely, artist will be contacted by mail and a date will be given for disposal of work if no arrangements are made.

### **Sales and Remittance:**

Remittance for any sales made will be paid by check by the sixth business day of the month following the sale. Each artist must establish the selling price for each piece and the gallery will handle all sales and remit sales tax. The gallery will retain 30% of the sale price before tax as commission.



**Commission:** Gallery's commission is equal to **30% of Sales Price** as indicated by the artist on the **Artwork Delivery Form**.

**Sales Tax:** The Gallery shall be responsible for collecting and remitting sales taxes on all sales.

**Care of work:** Reflections Gallery will use customary reasonable care of all work delivered for shows. Reflections Gallery and its affiliates are not held liable for any theft, loss or damage of consigned works.

**Any delivered work found in violation of the above requirements is subject to aforementioned fees and/or dismissal from current and future exhibits. Please review carefully.**

### **Receptions, New Features, and Other Information:**

Because of the 6 week rotation schedule, **wall space may be booked for a significant amount of time in advance**, so all artists whose application has been received and submission accepted will receive a drop off and hanging date in the same order the submissions were received.

- ❖ In lieu of our traditional **Opening Receptions** at the beginning of each show, we will instead be hosting three large Gallery Reception events per year with meet and greet atmosphere, refreshments, and music, to which we will invite our entire gallery contact list.
- ❖ In addition to the Gallery Receptions, we will be making the gallery available -free of charge- to individual artists for the opportunity to **schedule personal hosted receptions to celebrate the new display of that artist's body of work**. Call the gallery to book a date as soon as possible in advance of your display start date if interested. Reception must be held within the first two weeks of hanging of artist's work, and should be no more than two hours long, held between the hours of 12 noon and 7 pm, Monday-Friday. The artist will be responsible for all set up and take down, clean up, and any refreshments provided. The gallery will provide a table, background music and a staff member to assist if needed. Artists are responsible for the sending of mailed invitations; for a \$15 fee the gallery can provide up to 25 printed postcard invitations. The gallery will send an emailed invitation to our full emailing list for all individual receptions, and artists may provide an email list of their own to be added to our list, sent in a typed *comma delimited* format list to: [reflectionsgallerytn@gmail.com](mailto:reflectionsgallerytn@gmail.com). Dates are available on a first come first serve basis, as we will host no more than three receptions per month.
- ❖ **The new \$100 and under wall!** We have had great initial success with our new installation of a single wall dedicated to originals that are priced at \$100 and less and will be continuing that as a permanent fixture in the gallery. **Any artist currently on or in agreement to display is invited to submit up to 5 (five) original works priced at \$100 or less, for display on the "\$100 and Under Wall".**