

GALLERY GUIDELINES

(Revised 2018)

I. PURPOSE:

To provide guidelines for the operations and maintenance of the Cypress Gallery. The Lompoc Valley Art Association By-laws shall prevail.

II. GENERAL POLICY:

1. All two and three dimensional art work for sale in the Cypress Gallery must be original work of the LVAA artist. Artists may enter up to 50% giclees during each non-judged in-gathering. For each giclee there must be one original artwork. Each giclee must have a certificate of authenticity and be part of a numbered series. A total of four pieces may be entered for hanging each month.
2. Framed copies of original artwork may be sold in the Gallery as gift items or as unframed copies in the print bin.
3. Original, print copies and giclees of any price may be placed in the print bins. These must be clearly labeled with type of copy. Only one print per image will be allowed in the bins with a limit of fifteen total prints for each artist.
4. All artwork will be juried for appropriateness at in-gathering by the In-gathering Committee in association with the Gallery Director. Their decision shall be final. All artwork submitted must be for sale with the exception of the Juried shows, special shows approved by the executive board and the Featured Artist show.
5. Artwork previously exhibited in the Gallery may not be shown for three months from the date the artwork is taken down except: for juried shows where artwork exhibited in the Gallery prior to the three month limit may be exhibited in the juried show and artwork exhibited in the juried show may be shown in the following month or later in the year. Artists must be members of the LVAA to display at any Gallery function, except during special exhibits approved by the executive board. Exhibiting artists must have a current resale license number except for artists in special exhibits approved by the executive board.
6. Juried shows are open to non-members.
 - A. Judges for juried shows will be paid for services.
 - B. Best of Show, First, Second, and Third Place winners at a Juried Show shall receive awards as determined by the Executive Board.
7. Members may display business cards in the appropriate area of the Gallery. These cards must be for art-related services and may not exceed traditional business card size. Having business cards available at the Gallery entails no requirement for Gallery showing or sitting.

III. ATTENDANTS:

1. Artists must be trained prior to serving as Gallery attendants. An artist who exhibits original artwork, has gift items, or cards in the Gallery must sign up to sit as Gallery attendant one day during the month that their work is displayed. Alternately, the artist may find and pay an approved substitute. If you need to change your day you are responsible for finding an

approved substitute and notifying the Gallery Scheduler. In an emergency, or during events beyond the control of the scheduled attendant, the Gallery Scheduler may be requested to assist in obtaining a suitable substitute. Members who only show at juried show(s) will not be required to sit at the gallery during the time the show is on display. If those members display art, have gift items or cards at any other time during the year, they will be required to sit at the Gallery.

2. A list of approved substitutes will be posted by the gallery director.
3. All LVAA members are encouraged to train in Gallery operations in order to serve as a Gallery attendant in addition to or in place of a scheduled Gallery artist.
4. Members who have achieved the age of eighty shall no longer be required to act as an attendant. However, if physically able, they should serve as gallery docents during the month they exhibit artwork.

IV. STAFF:

1. **Gallery Director.** The Director shall have full authority to act on behalf of the Gallery in all activities, within the structure of the Gallery Guidelines and the LVAA By-laws. The Director shall have the authority to appoint Assistants as necessary and organize the training of the attendants.

a. **Gallery Assistants**

i. **Gallery Exhibits Assistant**

The Gallery Exhibits Assistant shall be appointed by the Gallery Director. Duties will be to supervise the In-gathering and juried committee activities, and to assist the Gallery Director in other duties as needed.

ii. **Gallery Installations Assistant**

The Gallery Installation Assistant shall be appointed by the Gallery Director. Duties will be to coordinate the hanging of artwork and display of gift items, and to supervise the Installation Committee at In-gathering.

iii. **Gallery Scheduling Assistant**

The Gallery Scheduling Assistant shall be appointed by the Gallery Director and will be responsible to schedule Gallery attendants.

V. **IN-GATHERING AND ARTWORK CHANGE-OUT**

1. Artwork shall be changed out each month or as scheduled by the Gallery Director.
2. Artwork to be exhibited will be at the Gallery on the scheduled date and time. Artwork not selected to be exhibited will be picked up no later than close of the In-gathering day.
3. Should the artwork sell during the hanging period, the artist may, at no additional fee, replace artwork sold. If the work is not replaced, another artist's work may be selected by the Gallery Director from a backup list of selected works.
4. Any work left at the Cypress Gallery over 90 days after a designated art pickup date will be considered abandoned. The work will become the property of the LVAA and will be sold or disposed of as determined appropriate by the President and Gallery Director.
5. Gift items need to be rotated out of the Gallery every three months or as the season dictates

VI. FEES

Exhibit fees and commissions are established by the LVAA Executive Board.

1. Exhibit Fees

- a. Monthly exhibit fees are \$4.00 for each item up to 4 total.
 1. Artists paying an exhibit fee may exhibit Gift Items without an additional fee.
- b. The fee for gift items is \$4.00 per month.
 1. Gift items are paintings, 3D objects, greeting cards, and other artwork priced \$45.00 or less with a minimum price of \$2.00 per item.
 2. The gift item fee is charged if an artist hasn't paid an exhibit fee for the month.
 3. The gift item fee covers all gift items the artist has in the gallery.
 4. The quantity of gift items per artist is limited by the physical space available and the discretion of the gallery director.
 5. Fees for juried shows will be set by the executive board.

2. Commission Rates

Cypress Gallery charges 25% commission on all artwork sold.

3. Sales Tax

Sales tax will be paid to California B.O.E. by the Gallery.

VII. GALLERY HOURS

Open: Tuesday through Sunday

12:00 noon-4.00 PM Standard Time

12:00 noon-5:00 PM Daylight Saving Time

Closed: Mondays, Thanksgiving, Christmas, and New Year

