

## **MENDOCINO ART CENTER GALLERY REPRESENTATION**

**1. CONTACT INFORMATION.** Artists wishing to be represented at the Mendocino Art Center Gallery may contact the present Gallery Director, Jessica Jade, at telephone **707-937-5818, ext. 14**, or at e-mail address **jessicajade@hotmail.com**

**2. GALLERIES.** The Mendocino Art Center Galleries are managed as two separate entities. The Gallery Director has the authority and the responsibility for all aspects of the Galleries, and is assisted by an Exhibitions Committee composed of members of the Mendocino Art Center.

2.1 The Main Gallery and the Nichols Gallery are used primarily for group shows which are scheduled by the Gallery Director with the Exhibitions Committee.

2.2 The Front Galleries are used for work by individual artist members, and the displays are changed regularly at the discretion of the Gallery Director

**3. ELIGIBILITY.** All current dues-paying members of the Mendocino Art Center may present their work to be considered for showing in the Galleries of the Mendocino Art Center. Selections are made by the Gallery Director and/or the Exhibition Committee. Membership does not guarantee acceptance.

**4. MAIN AND NICHOLS GALLERIES, INDIVIDUAL OR GROUP SHOWS.** Individual or group artist exhibits may be proposed, stating the purpose of the exhibit, biographical information about the artists, descriptions and images of the artwork, along with retail prices. The images may be e-mailed to the Art Center at its website, or slides, photographs, or CDs, may be mailed. The Mendocino Art Center schedules the exhibits many months, sometimes years, in advance. The materials are reviewed and, if approved, scheduling shall be negotiated with the artist(s).

**5. MAIN AND NICHOLS GALLERIES, MEMBERS' JURIED EXHIBITS**

5.1 Twice a year, or more often, the Mendocino Art Center holds Members' Juried Exhibits. These exhibits are open to all current members of the Mendocino Art Center. Three pieces of original work in any medium may be submitted. Each piece shall not exceed 50 pounds in weight or 40 inches in dimension in any direction. Work must be received ready to install with proper hanging devices attached (no saw tooth hangars, please). Please label each piece of work with the artist's name, telephone number, e-mail address, title of the work, medium, and retail price.

5.2 There is a non-refundable entry fee of \$10.00 per piece.

5.3 All work must be for sale. The artist will receive 60% of the sales price. The Mendocino Art Center retains a 40% commission on all sales, for the purpose of sustaining gallery exhibits and education programs.

5.4 The Mendocino Art Center does not have storage facilities and artwork is insured only for the duration of the exhibit. Artists unable to pick up their work shall provide written authorization for another person to pick it up on their behalf.

**6. FRONT GALLERIES.** Individual artists may submit biographical information with images of their artwork, along with retail prices. The images may be e-mailed to the Art Center at its website, or slides, photographs, or CDs, may be mailed. They shall be reviewed by the Gallery Director and/or the Exhibitions Committee. If approved, the artist shall be invited to submit samples of his artwork. The Mendocino Art Center reserves the right to refuse to exhibit artwork for any reason, in any part of its display areas. An individual artist's work shall remain on display in the Front Galleries at the discretion of the Gallery Director. If a piece of artwork has been on display for longer than one month without much interest from the public, the Gallery Director may request that the work be removed or replaced with another piece.

**Artists are requested to refrain from bringing artwork to the Mendocino Art Center without prior approval and without an appointment.**

**7. AGREEMENT.** Artists selected to display in a show shall complete and sign a **GALLERY AGREEMENT/CONTRACT** with the Mendocino Art Center, listing the details of each artwork, along with the artist's name, address, telephone number, and e-mail address. The artist shall certify on this agreement that the work is his/her original artwork and/or reproduction of his original artwork.

**8. CONDITION OF ARTWORK.**

- 8.1 The artist shall also certify that the artwork is framed and wired, or ready to install with proper display devices and written instructions, if necessary. Accidents resulting in damage to art and frames that are a result of faulty wiring or insufficient hanging devices are the responsibility of the exhibiting artist, not the Mendocino Art Center.
- 8.2 Artwork accepted to a show shall be of display quality and be ready for display. There shall be no deterioration, shopwear, scratched or chipped frames, bugs, dirt, or water marks on matting, or to the artwork. All artwork shall be ready to install. Art may be rejected based upon display quality alone, despite prior arrangements.

**9. INSTALLATION.** The Gallery Director and the Exhibition Committee shall hang and place, or oversee the hanging and placing of all displayed artwork. The Mendocino Art Center reserves the right to decide how selected artwork is to be displayed, and for the duration that it will be on display.

**10. REMOVAL OF ARTWORK.** All artwork from the Main Gallery or the Nichols Gallery must be picked up by 5:00pm of the closing date of the exhibit. Artwork may be picked up by a representative of the artist with a written letter of approval and legal proof of identity.

**11. EXHIBIT DURATION.**

- 11.1 The duration of display for artwork accepted for display in the Front Galleries is at the discretion of the Gallery Director and the artist. If the artwork has been on display for more than one month without much interest from the public, the Gallery Director may request that the work be picked up or switched out for another piece.
- 11.2 If the artwork is in a Main Gallery Exhibit or in a Nichols Gallery Exhibit, then the work shall remain on display for the duration of the exhibit unless it is purchased. In that case, the artist may bring in another piece of similar quality artwork to replace the sold piece.

**12. COMMISSION AND PAYMENT.** All works must be for sale at current market value pricing, and the Mendocino Art Center Gallery may sell any displayed artwork. The artist sets the retail price, with guidance available from the Gallery Director. The artist receives 60% of the retail price and the Mendocino Art Center keeps 40% of the retail price. Sales tax is collected at the time of the sale and reported by the art Center. Payments to the artists are generated around the 15th of each month. Example: an item sold in July will generate a payment around the 15th of August. Checks are mailed to artists by the Mendocino Art Center bookkeeper. Please allow time for processing and mailing.

**13. REFERRALS.** Artists shall pay the Mendocino Art Center a 20% commission of the retail price on any artwork sold as referrals from a Mendocino Art Center exhibit. If a customer contacts the artist because he/she saw the artist's work at the Mendocino Art Center, the artist is requested to add 20% to the sales price and forward that percentage to the Mendocino Art Center.

**13. INSURANCE.** All artwork is insured for the duration of the exhibit for theft and breakage. Artwork left for longer than two weeks following the close of an exhibit is no longer insured, unless agreements were made in advance. Artwork not picked up by 5:00pm of the day the exhibit closes will be assessed a \$5.00 per piece storage fee for each week or part thereof. The Mendocino Art Center has very little storage space.

**14. PHOTOGRAPHY.** The Mendocino Art Center may photograph artwork for publicity and for documentation. The Mendocino Art Center does not permit the photographing of artwork by the public within the Galleries. Please photograph your artwork prior to the exhibition start date.

**15. THANKS.** We thank you for your interest in displaying your artwork at the Mendocino Art Center Gallery.