



Gilmer Arts and Heritage Association

207 Dalton Street, Ellijay, Georgia 30540
Phone: 706-635-5605, Fax: 706-636-5606

Website www.gilmerarts.org
email: gilmerarts@gilmerarts.org

Gilmer Arts Gallery and Gift Shop Contract

Artist: _____

Address: _____ City/State/Zip: _____

Phone1: _____ E-mail: _____

Phone2: _____ SS#: _____

Exhibit Rules:

- **You must be a Gilmer Arts Member.** Memberships are available online at www.gilmerarts.org.
- All items must be for sale. Please email: gilmerarts@gilmerarts.org to set an appointment to review, and if accepted, process your artwork into our system.
- Complete the artist packet, including the inventory form. An inventory number will be provided during your appointment.
- The maximum number of works per artist will flex based on size, medium, of artwork, and on space available to properly display the accepted works.
- All framed 2-D works must be **properly wired** (attach screws 1/3rd down from the top. Wire will hang at **2" from top** of the frame), framed, and in **good condition**.
- Unframed works on paper (i.e. photographs or digital prints) are acceptable as long as they are housed in a plastic sleeve or mounted and ready for display. (in the Gift Shop)
- At your appointment: each art piece will be labeled by the artist with a tag provided by Gilmer Arts.
- All accepted artwork may be displayed for a period of no longer than 6 months. After a 6 month period, artwork must be removed, and/or rotated out with newly accepted work. Exceptions to this time period may be allowed at the discretion of the Gallery/Gift Shop Committee.
- It is the responsibility of the artist to enter new work information into the inventory form, and mark as removed, any item removed by the artist prior to the end of the 6 month display period. Each work of must be tagged by the artist with tags provided by Gilmer Arts.
- Business cards may be left at the entrance of the Gilmer Arts facility.



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Commission: Members will receive 75% commission. Commissions will be paid by the 10th of each month for the prior month's sales.

Duration: The artist agrees to be represented by Gilmer Arts. Periodic reviews will be given of artist work to ensure that Gilmer Arts Gallery Gift Shop is always looking up to date and filled with items people want to purchase. It is the artists' responsibility to notify the gallery director when you will be out of town for extended periods of time. No work is to be removed by artist without the Gallery Director or Managing Director's permission and accordingly noted on the Inventory Sheet.

Ownership: All works belong to artist until sold. Gilmer Arts reserves the right to use images of the artwork in the gallery gift shop for marketing and promotional purposes. Gilmer Arts & Heritage Association or its creditors shall not be entitled to make any claim or right to possessor liens against the property of the artist for any cause.

I will indemnify and hold harmless Gilmer Arts & Heritage Association or anyone associated with same from all claims made due to loss, theft, or damage to works arising out of exhibiting. I further understand that in the case of my death, my heirs with proof may have access to all works remaining in Gift Shop/Gallery and any monies due me at the time of my death.

With your signature, you have agreed to the rules outlined in this document.

ARTIST SIGNATURE: _____ DATE: _____

GALLERY ADMINISTRATOR: _____ DATE: _____



Gilmer Arts Gallery and Gift Shop Guidelines

Goals:

- To showcase the talent of artists and artisans in Gilmer County and the surrounding regions.
- To offer a platform for member artists to show and sell their works of art.
- To have our gift shop full of exciting fine arts, crafts and works of 2 and 3 dimensional art.
- To have a destination gallery and gift shop that is known for interesting and high quality art work, and hand crafted works of art
- To maintain a fresh look and feel by rotating new and exceptional works of art into the gallery and gift shop.

Member Artists

Please follow these guidelines when submitting artwork for consideration for display in the Gift Shop, Gallery and/or Hawthorne Hall. Only original artwork will be accepted. *Exhibitions, in addition to the guidelines outlined below, will have their own rules, and will be published separately in a prospectus relative to the specific exhibit.*

- All work displayed must be by a Gilmer Arts member artist. Each artist is required to complete and sign a current Artist Contract. *Note: nonmember artist exhibition during B.E.S.T. Art Series events will have a contract specific to the event.*
- Work submitted for consideration for display must be works in 2D or 3D formats. Works must be presented on digital media in gif or jpeg format, or via email (gilmerarts@gilmerarts.org). Artists whose works are selected for inclusion will be asked to set up an appointment to deliver their work to the Gilmer Arts location, during which they will tag, register the inventory, and if a new member, review the Gilmer Arts Gallery and Gift Shop guidelines for managing their artwork.
- 2D works (paintings, drawings, and photographs) must be framed, wired, and ready for hanging. As a rule, please set the wire so that the apex of the arc is 2 (two) inches from the top of the framed edge. An exception to this guideline can be made for matted works in gallery wrap. 3D works are to be of a manageable size, and fit a tabletop or shelf display. Exceptions to this guideline may be handled in a case-by-case manner, in consultation with the Gallery/Gift Shop Manager/Committee.
- The number of items accepted for display in the Gift Shop or Gallery will be at the discretion of the Gift Shop/Gallery Manager and committee, and will be based on space available, medium, size of the work and the ability to properly display the work.
- Placement of artwork in the Gallery, Gift Shop, or Hawthorne Hall will be at the discretion of the Gift Shop/Gallery Manager/Committee. The method of display and the placement of works are determined by Gilmer Arts, with input from the artist. Artists are not to rearrange their or any other artist work in the Gallery, Gift Shop, or Hawthorne Hall, without prior agreement of the Gallery and Gift Shop Manager/Committee. Maintenance by an artist of his or her work is appreciated.



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- Gilmer Arts will receive 25% of the retail price of each work sold while being displayed in the facility.
- Works of art may remain on display for a period of 6 months. After 6 (six) months of display, works of art must be removed/rotated out of the Gallery/Gift Shop. Any exceptions must be reviewed and approved by the Gift Shop/Gallery Manager. If an artist wishes to remove artworks during the six month display period, it is the responsibility of the artist of register to notate that action in the inventory log maintained in the Gilmer Arts Office.
- Please submit an artist bio and a photo of yourself to be used for gallery and gift shop promotions.
- All artwork whether new or replenishment of sold or rotated items, must be tagged with the item number (artist number [assigned by Gilmer Arts], and the sequential inventory control number item and price of the work, and listed in the inventory log. In all cases, it is the responsibility of the artist to tag and register his or her work. It is also the responsibility of the artist to track the date at which works must be rotated out of display. After the six month period has passed with no action by the artist, works will be removed from display and stored. These works then become the property of Gilmer Arts, and may be disposed of at the discretion of Gilmer Arts.

Artist Signature: _____

Date: ____/____/____

Gilmer Arts Authorization: _____

Date: ____/____/____

Effective for new artists 12/01/2014

Effective for existing artists 01/01/2015

Please call (706.635.5605) or email (gilmerarts@gilmerarts.org) if you have questions regarding these guidelines.

Gallery and Gift Shop Committee



207 Dalton Street · Ellijay, GA 30540
Phone (706) 635-5605 · Fax (706) 636-5606
Website www.gilmerarts.org
E-Mail gilmerarts@gilmerarts.org

Artist Name/#: _____ / _____

Contact Phone: _____

Email: _____

Gallery and Gift Shop Inventory List

Item Number	Title/Description <i>(include dimensions)</i>	Medium	Price	Date Received	Date Sold/Removed