



The YSAC Community Gallery Presenting Artist Responsibilities

Fees

All fees are due when the contract is signed and are non-refundable even if Artist cancels after contract signing. In the fall, the Gallery Director contacts the next year's Artists to complete the contract, collect the fees, and discuss any questions.

Hanging

Artist is responsible for hanging and labeling their show starting as early as the Monday before it opens. Artist may use a ladder or a step stool for hanging their show, not chairs or boxes.

Display of Artwork

The YSAC requests framed, mounted or otherwise professionally displayed artwork. Non-framed, finished canvases are acceptable. Dry mounted 2-D pieces are acceptable. Whenever possible, the picture rails must be used to hang wall art. 9 pedestals are available for 3-D works. Artists may bring in additional display furniture/fixtures as needed. Nail holes or other minor wall alteration will be considered on a case by case basis; prior approval from a member of the YSAC Team is required.

Opening Reception

Artist is responsible for hosting their Opening Reception on the 3rd Friday of the month from 6 – 9 pm. This includes coordinating, paying for, setting up and cleaning up all food, drink and, if desired, entertainment. YSAC encourages Artist to hold an artist talk during reception.

Gallery Open / Gallery Sitting

The YSAC Community Gallery is open from 1 – 4 PM, Wednesdays – Sundays. Artist is responsible for gallery sitting each Saturday from 1pm - 4pm during their exhibition. Meetings and gatherings occur regularly in the YSAC facility. It is the artist/presenter's responsibility to coordinate with a gallery representative prior to hanging, preparing an event, opening the gallery to the public or taking down their show.

Labels

Artists agree to mount title/price labels near art, or number work with reference sheet. A displayed artist statement is also recommended. Artist may decide to include a short description of the work and its inspiration.

Sales and Commission

- Artists are invited to sell their work and/or charge a fee for performances. Pricing is determined by Artist.
- Artists must provide the YSAC with a copy of a *Price and Inventory Summary* prior to their show.
- The artist is responsible for paying all sales tax (or including it in the price of their piece). YSAC representatives will not be adding additional sales tax.

- The YSAC retains a 25% commission on gallery sales. In cases where a Group Show is sponsored by a non-profit organization which desires to retain a commission, the YSAC is open to negotiating a lesser percentage.
- All sales income will go through the YSAC. Cash, checks and credit cards are accepted. The YSAC will keep receipts for all sold art and present them to the Artist at the end of the show.
- The YSAC will cut a check for 75% of that amount to the Artist within 14 days of the end of the show.

Sold Artwork Pickup/Delivery

Work on display that is sold during the show must remain on display until the show closes. Smaller pieces such as prints in a rack can be taken at the time of purchase. One typical solution is for the purchaser to pick up their artwork on the final Sunday of the show, while the show is being taken down. The YSAC will not deliver or ship art. The YSAC Team will not be present for pick-up of artwork for clients when it is arranged for a time outside of the normal gallery hours.

Take Down

It is the sole responsibility of the Artist to take down their exhibition on the Sunday that it closes, starting as early as when the gallery closes at 4 PM. The next Artist(s) will begin their set up the following day. At that time, the Artist must clean or repair any marks or other damage that may have occurred during hanging, events or show takedown, including spackling and painting any holes.

Clean-up and Maintaining the Space

- The presenter agrees to leave the YSAC facility in the same or better condition than at arrival.
- No items may be stored in the YSAC facility, including art materials, tools, containers, packing or personal items.