

# Multi Arts Center

## Gift Gallery & Special Exhibit Guidelines

**1. SELECTION OF ARTISTS FOR GALLERY SPECIAL EXHIBITIONS.** Art to be displayed in the Multi Arts Center Gallery will be selected by the Gallery Committee. Entries for special exhibits should reflect the theme and be submitted to the Gallery Coordinator by the listed deadline. All artwork must be complete and ready for display; 2D artwork must be ready to hang. Artwork should be labeled with the artists name and title of the work, and the entry form should be filled out in full. Exhibition artists may offer their work for sale. Work will remain at Multi Arts Center until completion of the exhibit. Any special arrangements need to be approved at the time of application. Artists are encouraged to attend the Opening Reception to promote their work.

**2. SELECTION OF ARTISTS FOR GIFT GALLERY SALES.** Artists interested in selling their work in the Gift Gallery should email JPG images to [gallery@multiartscenter.org](mailto:gallery@multiartscenter.org), or bring in samples representative of their current body of work for consideration by the Gallery Committee. Only one of a kind, original art that is ready for exhibit will be accepted, and must be, or include elements that are, more than 50% hand-crafted. Limited edition prints of original works will also be considered *if numbered*. Works not accepted include those that have been produced from a commercial pattern, mold, or kit, and works that are deemed inappropriate for display in a public facility. The final decision on whether or not work will be accepted is at the sole discretion of the Multi Arts Center.

**3. SELECTION OF ARTISTS FOR HOLIDAY GIFT GALLERY SALES.** Each year the gift gallery is opened for holiday sales. The 2012 Holiday Gift Gallery will accept artfully designed and well-made craft work to be sold in the gift gallery between November 2<sup>nd</sup> and December 29. Works not accepted include those that have been produced from a commercial pattern, mold, or kit, and works that are deemed inappropriate for display in a public facility. The final decision on whether or not work will be accepted is at the sole discretion of the Multi Arts Center.

**4. RESIDENCE OF ARTISTS.** The works of Oklahoma artists will be given preference in the Gift Gallery. Work by artists outside Oklahoma will be selected only when comparable subject media is not available from Oklahoma artists.

**5. ARTIST CONTACT INFORMATION.** Artists who provide business cards will have their contact information given to customers who request commission work. Artists may be asked to submit a bio/artist statement with a photograph of the artist for inclusion in a Gift Gallery booklet.

### **6. SALES POLICY.**

**6.1 CONSIGNMENT SALES.** The Multi Arts Center Gift Gallery is operated on consignment. The Multi Arts Center will retain a 35% commission fee from artists for work that is sold in the gallery. Artists are responsible for determining the price of the work and should take commission rates into consideration when setting prices.

**6.2 PAYMENT.** Payment to the artist is made by the 15th of the current month for all work sold during the previous month. A list of items sold will be attached to the paycheck so that artists can easily update their inventory.

**6.3 NO REFUND OR EXCHANGE.** All sales are final however every effort should be made to attain customer satisfaction with items sold.

**6.4 THEFT OR BREAKAGE.** While every effort is made to keep work safe while in our care, the Multi Arts Center does not insure consigned gallery items and is not liable for loss or damage due to any cause It is the artist's responsibility to insure his or her work.

### **7. INVENTORY GUIDELINES.**

**7.1 ARTIST INVENTORY.** Gift Gallery Artists must submit a detailed inventory form with all new artwork. Inventory will remain in the Multi Arts Center Gift Gallery for 1 year but will be rotated by the artist on a routine basis or at the discretion of the Gallery Committee. In the event of special exhibitions, artists' inventory will remain in the Multi Arts Center Exhibition Gallery until the end of the exhibition. Season-specific items will be rotated out of inventory at Gallery Committee's discretion. Multi Arts Center staff will have sole responsibility for hanging and displaying all artists' works, but will work with the artist on any special handling needs.

**7.2 STORAGE.** Any artist's work not picked up at the end of an exhibition or end of season will be stored at Multi Arts Center for a period of thirty (30) days. If at the end of that time the artist has not picked up their work and has not provided any notice, the item(s) will become the property of the Multi Arts Center.