

Endeavor Gallery

Gift Shop Change-Out Guidelines

Bring your new artwork anytime during these hours.

If you have artwork that has been displayed in the Gift Shop for one year or longer, it must be picked up during the change-out.

Who May Participate

- Current members of the **San Pedro River Arts Council (SPRAC)** are encouraged to participate.
- Membership dues must be current.
- All artwork must be the artist's original work.

Artwork Guidelines

Items accepted for the Gift Shop should be **gallery-quality original artwork**.

No bazaar crafts or crafts made from kits will be considered

A limited selection of professionally produced merchandise (such as mugs, magnets, note cards, etc.) may also be displayed.

Artists may request that their work be displayed together when space allows.

Endeavor Gallery reserves the right to refuse artwork that is not appropriate for a family-friendly environment.

Tags & Pricing

Every item must include a tag with:

- Artist's name
- Price
- Item ID (or unique description)

The information on the tag must exactly match the inventory sheet.

Prices must be listed in whole dollars (no cents).

Inventory Sheet

An inventory sheet is required for all artwork.

Each entry must include:

- Artist's full name
- Phone number
- Item ID (or unique description)
- Price
- Date In (Month & Year)

Additional requirements:

- List **each item on its own line**
- Do not use quantities (x2, x3, etc.)
- Every item must have its own unique Item ID or description that matches its tag

Backstock may be stored in a **small, clearly labeled plastic tub** supplied by the artist. Storage space is limited.

Forms

- [Printable Inventory Sheet](#)
- [Inventory Instructions](#)
- [Completed Inventory Example](#)

Wall Art Requirements

All wall art must:

- Be ready to hang with secure wire hangers
- Have wire ends covered with electrical tape, shrink wrap, or crimp sleeves
- Bracket hangers are not accepted

Release/Waiver

Artists must have a signed Release/Waiver on file.

If you have already completed one, you do not need to sign another.

Commission

Endeavor Gallery retains a **20% commission** on all sales.

Artwork Care

SPRAC exercises reasonable care in handling and displaying artwork. However, artists assume all risk for loss or damage to their work.

Sales & Artwork Removal

Artwork is expected to remain on display until the next scheduled Change-Out unless it sells.

If an item sells, the artist may replace it with another piece of comparable size.

If you need to remove artwork before the next Change-Out, please contact **Larraine** in advance. Gallery docents cannot release artwork without prior authorization.

Annual Schedule

The Endeavor Gallery Gift Shop is refreshed four times each year:

- **January**
- **April**
- **August**
- **October (Holiday Change-Out)**