

Gallery Change-Out Guidelines

ENDEAVOR GALLERY

298 East 4th Street, Benson, Arizona

FREQUENCY

Artwork on the main gallery walls is changed out three (3) times per year, in January, May, and September.

DAY OF

Bring in new artwork at your convenience during those hours.

If you currently have artwork in Endeavor Gallery from the last Change-Out, you must collect it on this day.

ELIGIBILITY

All **current members** of the San Pedro River Arts Council (SPRAC) are welcome and encouraged to participate. Membership dues must be current.

We will have a record of current members available if you are uncertain about your membership status.

EXHIBIT FEE

The exhibit fee is **\$25 per member**, which entitles you to exhibit up to three (3) pieces of original artwork.

Docents and other SPRAC volunteers do not pay an exhibit fee.

SIZE REQUIREMENTS

Minimum: **12 inches** on the longest side, framed, either horizontally or vertically.

For example, a 9" x 12" framed piece would be acceptable.

Maximum: **26 inches** on the longest side, framed, either horizontally or vertically.

SIZE REQUIREMENTS (Continued)

If you have **larger pieces**, you may be limited to one or two pieces instead of three

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Please contact Deb Thoumsin at endeavorartgallery@gmail.com in advance.

If you have **3D artwork** that requires a pedestal, please contact Deb in advance.

We will make every effort to accommodate your artwork and will hang as many pieces as space allows while maintaining a visually pleasing gallery for our visitors.

Management reserves the right to refuse any work deemed inappropriate for family viewing.

“MINIATURE” WALL

In addition to the artwork described above, each member may bring one (1) miniature piece of artwork for the Miniature Wall.

Miniatures may be **5" x 7" or smaller, framed or unframed**.

Please **do not bring Gift Shop items** to the Gallery Change-Out.

LABELS & ARTWORK LIST

Each piece must be labeled on the back with:

- ***Member's full name***
- ***Title of artwork***
- ***Medium***
- ***Price***

Please also bring a separate list that includes:

- ***Your full name***
- ***Telephone number***
- ***Email address***
- ***Title of each artwork***
- ***Medium***
- ***Price***

PRESENTATION

All artwork must have **secure wire hangers**.

Wire ends should be covered with electrical tape, crimps, or shrink-wrap, with no frayed ends showing.

Bracket hangers will not be accepted.

WAIVER FORM

Artists must sign a Release/Waiver Form.

If you have already signed our Release/Waiver Form, you will not need to sign another one.

All artwork must be original work by the artist/member, and each artist must attest to the originality of their artwork.

SPRAC will exercise all reasonable precautions to prevent loss or damage to the artwork. However, the member agrees to assume all risks for loss of or damage to their artwork.

GENERAL INFORMATION

All artwork is expected to remain in the Gallery exhibit until the next Change-Out, unless it is sold.

In the case of a sale, the artist may replace that piece with another piece of comparable size.

If you absolutely must remove a piece, please make arrangements with Veda in advance, as docents are not permitted to release artwork without prior notice.

COMMISSION

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



Gallery Inventory Sheet



Artist Name: _____

Phone #: _____

Date In	Size Gallery or Mini	Medium	Title	Price	Date Sold or Artist Remove