



# City Lights **ART GALLERY**

A Section 501(c)3 Organization  
3 E. Army Street, Henderson, NV 89015  
P.O. Box 91314, Henderson, NV 89009  
702-260-0300

[CityLightsArtGallery.org](http://CityLightsArtGallery.org)

## **CITY LIGHTS ART GALLERY RULES**

The Gallery Rules coordinates with the Gallery Fee and Hosting Schedule which is another document in the Welcome Packet.

1. Gallery Fees: For an explanation of the Gallery Fees and Hosting Requirements, please see the **Gallery Fee and Hosting Schedule** on a separate page in this packet.

The Gallery Fees are based on a 3-month period, but prorated to a 2-month period when we have a juried show in the third month. A juried show occurs in each of the first 3 quarters of the year...March, June, and September. Only the 4<sup>th</sup> quarter is a full 3-month period.

The prorated fees, if applicable, will be explained in the Call For Art notice that will be emailed a few weeks prior to the changeout date. Hosting requirements are the same as for 3-month periods.

2. Commission: City Lights will retain 20% of each sale from the gallery to help fund art programs, scholarships and operations. Artists will receive a check for the remaining 80% at the end of each month.
3. Art Intake: We have an art intake for the Gallery and Gift Shop near the beginning of each quarter... January, April, July, and October. A **Call For Art** with instructions and information on the dates and gallery fees will be emailed to you a couple weeks prior to the changeout. Information, forms, and payment options may also be obtained from the website. [www.CityLightsArtGallery.org](http://www.CityLightsArtGallery.org)
4. Gift Shop: An artist may exhibit items in the Gift Shop without hosting the gallery. These will be small items that will fit into a 12"x12"x12" plexiglass cube. Larger works will be exhibited in the gallery.

An artist exhibiting in the gallery for the current period, may exhibit items in the Gift Shop for no additional fee. The Gift Shop exhibit is always on a 3-month schedule. No changes for the juried shows.

5. Artwork Requirements: Each incoming artwork will be evaluated by the Gallery Committee according to the following minimum requirements. If a piece is disallowed, the artist may replace it with another.

- a. All artworks must be original, based on the artist's own sketches, photos, etc....no copies of copyrighted work will be allowed (all previously published works are copyrighted)
  - b. Reproductions of the artist's original work are accepted.
  - c. No pornography, obscenity, or depictions of human violence.
  - d. All 2-D art must have finished sides or be framed. It must be wired for hanging in accordance with the Gallery's requirements. (Hanging Guidelines are attached)
  - e. Frames must be in good condition, without splits, cracks, scratches, etc.
  - f. Mats must be clean, cleanly cut and with appropriate backing
  - g. Glass or plexiglass must be clean, secure and without scratches.
  - h. Artwork must be properly mounted in frames – no masking tape permitted.
  - i. Sculpture may be presented with its own pedestal or mounted on what is available in the Gallery. (Please see size limitations on the Gallery Fee Schedule.)
6. Calculation of allotted space: Measure both the length and width from the outside of the frame. Multiply the length times the width for the size of each framed piece. Example: 10 inches by 10 inches equals 100 square inches. Add the total square inches of your pieces to determine the number of pieces you may hang.
7. Artist Record Sheet: The artist shall bring a current Artist Record Sheet (attached) for each the Gallery and the Gift Shop. This will be the artist's inventory record for each exhibit period. A copy is provided in this packet. Instructions will be included in the Call For Art notices that are emailed prior to each Intake.
8. Certificates of Authenticity must be attached to each piece of art including reproductions. A copy is provided in this packet. Note Cards are excluded. City Lights certificates are available, or you may create your own equivalent certificate.
9. Gallery hosting: Each exhibitor is required to host the gallery either one or two 4-hour afternoons per month, per 3-month period depending on panel size...regardless of whether your artwork is exhibited for 2 months or 3 months. This will keep the gallery open for visitors to see the juried shows. Please sign up on the hosting calendar during Intake.
- For new exhibitors... you will be given a training handout to review prior to your first day, and to keep for reference. On your first day there will be an experienced member to help you with the gallery procedures.
10. Items exhibited in the gallery may not be removed (unless sold) nor may prices be changed without the approval of the Gallery Committee.

11. Placement of your artwork in the gallery will be at the discretion of the Gallery Committee.
12. At the end of each exhibit period artwork that is not re-exhibited, or does not have special arrangements, must be signed out and removed from the gallery. At the end of 90 days Artwork not picked up or arranged for will become the property of City Lights. There is limited space in the gallery for storage.
13. Your personal biography will be kept in a binder at the sales desk.