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

CITY LIGHTS ART GALLERY GUIDELINES

Members who wish to display and sell their artwork in the Gallery or who are currently in the Gallery must adhere to the following gallery guidelines.

1. **Gallery Fees:**

   For a detailed explanation of the Gallery fees please see **Gallery Exhibit Fees** page.
   Fees are based on a 3-month period. Any 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 a 3-month period.

2. **Gallery Hosting**:

   Each exhibitor is required to host in the Gallery. Specific hosting requirements will be determined by the artist's use of display panels or Artisan Gift Shop space. Typically, you will be scheduled for either one or two 4-hour afternoons per month. This is regardless of whether your artwork is exhibited for 2 months or 3 months. We endeavor to keep the gallery open for visitors to see juried shows and all displays throughout the year. It is the member's responsibility to find a replacement host or a substitute to switch workdays when there are conflicts during the scheduled period.

   New members will be required to attend an orientation meeting prior to intake.

3. **Art intake**: We have an Art (Panel Art) and Artisan Gift shop intake for the Gallery near the beginning of each quarter (in January, April, July, and October.) A ***Call for Art*** with instructions and information on the dates and exhibit fees will be emailed to you a couple of weeks prior to the changeout. Information, forms, and payment options may also be obtained from the website: www.CityLightsArtGallery.org

4. **Minimum Artwork Requirements**: All work must enhance the quality of the Gallery. Each piece of incoming artwork will be evaluated by the Gallery Committee according to the following minimum requirements. See attached information regarding digital and photography.

   - **All work must be original and so stated on an attached COA.**

- **No pornography, obscenity, political, religious themes, or depictions of human violence will be accepted.**
- **Reproductions, giclee prints, or copies of these works may not be displayed as part of panel space.**
- All 2-D art must have finished sides or be framed.
- Frames must be in good condition without splits, cracks, scratches, etc.
- All art must be wired for hanging in accordance with the Gallery's guidelines. The Gallery is not responsible for re-wiring or reframing artwork. There will be **NO EXCEPTIONS regarding questionable work.** See the **How to prepare your art for exhibit** page. No saw tooth or other types of hangers other than some type of D-ring will be used.
- Mats must be clean, cleanly cut and with appropriate backing.
- No glass will be allowed on art larger than 16x20 or 320 square inches.
- Glass or plexiglass must be clean, secure and without scratches.
- Artwork must be properly mounted in frames – no tape is permitted.

5. **Certificates of Authenticity:** must be attached to each piece of art including reproductions. Note cards are excluded. City Lights certificates are available for your use at the Gallery. COAs for 3D work may be kept or attached to the artist's record sheet.
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 to determine the number of pieces you may exhibit.

    - **Full Panel is 1,900 square inches**. Artists may include 15 matted and sleeved pieces (originals or reproductions), 3 tiles, and 25 sleeved note/greeting cards, at no additional fee**. Large Prints and note cards are an extension of the artist's work on display but must be listed on the Artisan Gift Shop Record Sheet. We encourage artists to display their 8x10 and smaller original work in the Artisan Gift Shop. See guidelines regarding display and size limitations for the small art.**
    - **Half Panel is 950 square inches**. Artists may include 5 matted and sleeved pieces (originals or reproductions), 3 tiles, and 10 note cards, at no additional fee. **Prints and note cards are an extension of the artist's work on display but must be listed on a Artisan Gift Shop Record Sheet. We encourage artists to display their 8x10 and smaller original works in the Small Art & Gift Shop. See guidelines regarding display.**
    - **Artisan Gift Shop.** Fee applies to (1) row of jewelry case or (1) row of display cubes. **Small Art table top framed and not larger than 11"x9", including frame. Unframed must have an easel included with painting or photo. Small art should not be a duplicate of what is on the wall.**

7. **Artist and Artisan Gift Shop Forms:** The artist shall bring a **Current** Artist Record Form and/or an **Artisan Gift Shop Record** Form **for each intake piece**. These forms are available at the Gallery and on the website. This record will be used to identify each piece with artist number, inventory number and price. Instructions and forms will also be included in our *Call for Art* email. All artists should also maintain a copy of their forms for their records. If your item is not listed, it cannot be sold and will be removed.
   ALL WORK WILL BE REVIEWED DURING AND AFTER INTAKE AND ARTIST MAY BE ASKED TO REPLACE AN UNACCEPTED WORK.

8. **Artisan Gift Shop:** An artist may display items such as small art, tiles, ceramics, cups, etc. in glass cubes.

   All 3D work or stands must fit in a cube. Larger pieces must be reviewed by committee.

   See **Artisan Gift Shop page.**

   The Shop exhibit is always on a 3-month schedule**. Members may request an additional 3 months if space is available.** Fees apply every 3 months. A new **Small Art & Gift Shop Record form** must be filled out each quarter. Artist inventory must be checked by artist during that quarter. All items must be displayed properly with tags or stickers that state member number, inventory number and price.

9. **Items Exhibited in Gallery: No items are allowed to be added after intake date.** No items may be removed (unless sold) nor may prices be changed without the approval of the Gallery Committee. **THIS INCLUDES SEASONAL ITEMS.**

10. **Replacement of Sold Items:** If you are replacing a sold item, you must fill out a temporary card found in the office. Place it next to the new item. Record the new item on the existing record sheet in the binder. Note that it is a replacement for a sold item.

11. **Commission:** City Lights Art Gallery will retain 20% of each sale from the gallery. Artists will receive a check for the remaining 80% within 30 days of the sale.

12. **The Placement of your artwork:** All art will be displayed at the discretion of the Gallery Director so that it is pleasing to the eye of the viewing public.

13. **End of Exhibit Period:** Any artwork that is to be re-exhibited must be recorded on a new Artist Record Sheet. Due to lack of storage any artwork left after **30 days** will become the property of City Lights Art Gallery and will be sold or donated.

ARTISAN GIFT SHOP

Items offered in the Artisan Gift Shop should demonstrate the artist's creativity, originality, and personal artistic contribution. The item should be recognizable as the artist's work, rather than simply a commercially produced item with a small decorative addition.

Only jewelry and jewelry boxes will be displayed in jewelry cases, unless approved by the Gallery Directors.

All items including stands must fit in glass cubes

Small Art

- Table top framed art will be no larger than 9"x11" including frame.
- Unframed canvases must include a table top easel with the painting
- **Art work must be original and not copies or prints.**

Maintaining the artistic focus of the shop:

- Items made from commercially purchased molds are not allowed
- 3 D designs must be original and created by the artist. No downloaded designs are allowed.
- Commercially purchased clothing, towels, linens, or similar ready-made items that have been decorated or embellished with embroidery, applique, painting, or other added embellishments are not allowed.

Embellished and artistically altered Items:

For items that begin with a commercially manufactured or pre-existing product and are then embellished, decorated, altered, or otherwise transformed by the artist, the finished piece should show a **substantial and identifiable artistic contribution**. Simple additions or minor decorative changes to a commercially produced item may not qualify.

To maintain the uniqueness and variety of the shop:

- **Only three (3) to five (5) of the same or substantially similar items** may be displayed at one time.

- Each item should have a meaningful artistic contribution by the artist, whether through painting, drawing, embellishment, construction, alteration, or another creative process.
- When multiple pieces are made from the same basic design, there should be some variation or individual artistic character where appropriate.
- The Gallery reserves the right to determine whether an item meets the artistic and creative standards of the Gift Shop.

No adding or removal of ANY items will be allowed after intake unless it is to replace a sold item. This requirement includes seasonal items.

Original Artwork, Digital Art, and Photographic Prints

Original paintings, drawings, mixed-media, fiber, and other artwork must be the artist's original work. Reproductions, giclée prints, or copies of these works may not be displayed as part of panel space.

Digital art is an exception. Artists may offer prints of original digital artworks, including numbered limited editions or open editions. The artist must have created the digital image and hold the rights to reproduce it.

Photography is also an exception. A photographic print is considered the finished artwork, even when multiple prints of the same image are produced. Photographers may offer numbered limited editions or open editions of their original photographs.

The distinction is that a print may be the intended final form of an original digital artwork or photograph, while a reproduction is a copy of an existing original artwork created in another medium.

Any large unframed prints of the above may be included in the Artisan Gift Shop, as long as they are identified as reproductions, & or numbered, matted, and in clear sleeves.

The following is a list of committees:

We are always looking for help, and if there is something here that would interest you, please contact us. Some may just require one or two hours a month. Any help is appreciated. The following is not limited and does change as we develop new projects. Please ask for a current list with contact information for any committee you may be interested in.

Membership Committee:
Processes new members by entering data and sending out welcome packets
Oversees orientation meetings
Co-ordinates with the Media Committee to update email list
Sends out renewal notices
Assists all members with anything they need help with

Intake for Quarterly and All Gallery Exhibits Committee:
Inspects all art brought in for display
Helps to make sure all paperwork is filled out by artist
Helps schedule hosting days
Assists artists that are picking up artwork
Calls members who have not picked up artwork
Inputs all information on Excel
Prints labels
Assists Gift Shop artists with paperwork
Signs up new members and renewals
Collects and processes payments
Assists members with paperwork

Reception Committee:
Sets up room for all receptions
Keeps track of supplies for receptions and general kitchen supplies
Coordinates volunteers whenever needed
Works the sales

Marketing Committee:
Promotes CLAG as an arts organization in promoting the arts
Works with the city and local businesses
Graphic design.

Pop Ops & Outside Events Committee:
Coordinates sign-up sheets
Sets up tents and/or tables
Volunteers to help members set up and break down
Contacts members with information on the event
Events are, but not limited to, Farmer's Market, Art Festival of Henderson, and any other events that are held immediately outside the Gallery

Offsite Show Committee:
Sets up and breaks down
Transports grids, tents, tables, etc.
Develops flyers
Collects fees

Media Committee:
Attends receptions and other events to gather pictures and videos for social media
Works on website, newsletter, and any other type of Gallery publication
Gathers information for newsletter
Designs flyers
Graphics

Student Show Committee:
Contacts and emails art teachers through the school district to help promote art in the Gallery
Frames and hangs student artwork
Inputs information for title cards and certificates
Schedules display times with schools and/or teachers
Helps or does kids events in the Gallery

Scholarship Committee:
Communicates with teachers and counselors regarding the process to obtain applications for scholarships
Works with updating website that has information for applications
Helps in the process of reviewing the applications
Contacts recipients and makes arrangements for showing of work
Keeps records and contacts recipients for processing payments to the schools

Cleaning Committee:
Cleans and maintains inside and outside of Gallery