

ARTISTS ON THE BLUFF GALLERY EXHIBIT PROSPECTUS

1. Work may be submitted in any medium, i.e. paintings, photography, mixed media, sculpture, and jewelry.

2. The exhibits are open to all current AOTB members.

3. The Exhibition Fee varies based upon the size of your work. The fee is \$40 for up to 8 square feet, or \$60 for up to 16 square feet. To calculate square feet multiply the width x the height in inches (including the frame) and divide that number by 144 (the number of square inches in a square foot). For example 18 inches x 24 inches = 432 square inches, divided by 144 = 3 square feet. The large wall on the west side of the gallery is available for \$150 with prior arrangement. Larger spaces may also be available. The fee for jewelers is \$50. Please contact Phillip Ross at neodeco@comcast.net if you have any questions. The Exhibition Fee is due NO LATER than the day of drop off. Payment should accompany your work along with your completed and signed Consignment form. The Consignment form can be filled out or downloaded on-line. The information provided on the form is used to create title/price cards for your work. No itemization is required for jewelers.

4. AOTB collects a 20% commission on any artwork sold during, or as a result of the exhibition. AOTB will remit the price less commission to the artists after the end of the exhibition month.

5. Your biography, artist's statement or resume and some business cards may accompany your entry to be included in our gallery guide. (optional)

6. AOTB reserves the right to refuse any artworks deemed unsuitable for this venue.

7. Unless otherwise announced, the work **drop off** and **pick up** dates are predetermined as the Sunday before each exhibit opening from 11am-12:30 pm. Therefore, you are expected to have your work delivered or picked up on that date and time. If you are unable to comply please make arrangements with one of the Gallery Installation Committee (Phillip or Sandie). **There is no guarantee that late work will be included in the show.** If it is determined by the Gallery Committee, at installation, that your work must be returned to you, you will be notified to pick it up before the day of the opening since there is no room to store work.

8. When dropping off or picking up work it is ABSOLUTELY imperative that we DO NOT park in any driveway on either side of The Gallery building. These are private drives and not to be blocked. There will be NO double parking on the street. There is public parking across the street from the Gallery adjacent to the bank drive-up lanes.

9. Sales of artwork will be processed by Cecilia Lanyon (The Gallery restaurant owner). She collects the amount of the transaction and presents us with a report and funds after the end of the month. If on the night of an opening she is unable to take the sale due to restaurant duties there will be a designated AOTB member to handle the sale. Please refer the customer to a Board member.