

GALLERY GUIDELINES

Adopted 10/2023

I. Purpose:

To provide guidelines for the operation and maintenance of Cypress Gallery. The Lompoc Valley Art Association By-Laws shall prevail.

II. General Policy:

1. All two and three dimensional art work for sale in Cypress Gallery must be original work of the LVAA artist. Any art work that contains AI-generated imagery will not be accepted. A total of four pieces may be entered for display each month. Artists may enter up to 50% giclée's during each non-judged in-gathering. For each giclee there must be one original artwork entered. Each giclee entered, must be framed or a gallery wrapped canvas, must have a certificate of authenticity and be part of a numbered series. The maximum size of artwork accepted at in-gathering is 1,200 square inches including the frame. Larger size items may be allowed at the discretion of the Board of Directors.
2. Original and print copies of any price may be placed in the print bins. These must be clearly labeled with the type of copy. Only one print per image will be allowed in the print bins with a limit of fifteen total prints for each artist.
3. All artwork will be evaluated for appropriateness at in-gathering by the in-gathering committee . Their decision shall be final. All artwork submitted must be for sale with the exception of entries in Judged shows, special shows approved by the executive board and the Featured Artist display. The maximum price of artwork entered at in-gathering shall be \$3,000.
4. Wall art wiring procedures:
All hanging pieces must be wired. The hanging wire ends must be wrapped with tape after double threading through the D-Ring and the middle of the wire must be at least 2 inches below the top of the frame. Alternative hanging methods must be approved by the Ingathering Committee. For wall art, fragile surfaces such as watercolor, drawings, etc. must be protected by glass, Plexiglas, media appropriate spray or paint-on varnishes or waxes. Unfinished canvas edges are not permitted.
5. Gift Items:
Gift Items are artwork that is \$65 or less. The D-Ring Wiring procedure is preferred, but sawtooth hangers and other secure methods of hanging are acceptable. Easel Back pieces are allowed for showing on the pedestals. All artworks must be labeled with the first and last name of the artist and the sale price. All greeting cards must be labeled with the first and last name of the artist and the sale price.
6. The artist should try to show a variety of new work. Featured Artist works displayed during their show may be entered in the following month or later in the year. Artists must be members of the LVAA to display at any Gallery function, except during special exhibits approved by the Board of Directors.
7. Judged shows are open to non-members.
 - A. Judges for Judged shows may be paid for services.
 - B. Best of Show, First, Second, and Third Place winners at a Judged show shall receive awards as determined by the Board of Directors.
8. Members may display business cards in the appropriate area of the Gallery. These cards must be for art-related services and may not exceed the traditional business card size. Having business cards available at the Gallery entails no requirement for Gallery showing or sitting.

III. Attendants:

1. Artists must be trained prior to serving as Gallery attendants. An artist, who exhibits original artwork, has gift items, or cards in the Gallery must sign up to sit as Gallery attendant one day during the month that

their work is displayed. Alternatively, the artist may find and pay an approved substitute. If the artist needs to change the scheduled day, the artist is responsible for finding an approved substitute and notifying the Gallery Scheduler. In an emergency, or during events beyond the control of the scheduled attendant, the Gallery Scheduler may be requested to assist in obtaining a suitable substitute. Members who only show at a Judged show will not be required to sit the gallery during the time the show is on display subject to conditions above.

2. A list of approved substitutes will be posted in the kitchen area.
3. All LVAA members are encouraged to train in Gallery operations in order to serve as a Gallery Attendant.
4. Members who have reached the age of eighty may choose to sit the Gallery or pay an additional 10% commission for sold work.

IV: IN-GATHERING AND ARTWORK CHANGE-OUT

1. Artwork shall be changed out each month
2. Artwork to be exhibited will be at the Gallery on the scheduled date and time. Artwork not selected to be exhibited will be picked up no later than the close of the In-gathering day.
3. Should the artwork sell during the hanging period, the artist may, at no additional fee, replace artwork sold. If the work is not replaced, another artist's work may be selected.
4. All art work must be delivered on the Ingathering Day. If unable to attend the scheduled ingathering, it is the artists' responsibility to arrange a representative to submit during the scheduled ingathering on their behalf with the necessary forms and fees attached. All unsold artwork not picked up during scheduled ingathering hours are subject to a \$5/day storage and late fees. Any artwork left at the gallery longer than 30 days will be considered abandoned and property of LVAA
5. Gift items must be rotated out of the Gallery every three months.
6. By submitting artwork to Cypress Gallery, members and guest artists agree to give LVAA and Cypress Gallery permission to display submitted artwork in any manner approved by the Board of Directors to promote the artist, their artwork, Cypress Gallery and LVAA. Members and guest artists also release the LVAA and Cypress Gallery from any responsibility due to loss or damage of submitted artwork.

V: FEES

1. Monthly exhibit fees and monthly gift item fees are determined by the Board of Directors.
2. The Gift item fees are due every month the artist has gift items in the gallery. Gift items are 2D art, 3D art, greeting cards, and other artwork priced \$65.00 or less with a minimum price of \$10.00 per item. Cards made by the Artist may be sold under the \$10 limit. The gift item fee covers all gift items the artist has in the gallery. If the Artist is only showing cards, there is a reduced monthly fee. The quantity of gift items per artist is limited by the physical space available and the discretion of the Hanging Committee. Giclee in Bins will have an additional fee due each month
3. Cypress Gallery commission rates are determined by the Board of Directors.
4. Sales tax will be paid to the appropriate State of California collection agency by LVAA.

VII: Gallery Hours

Open: Thursday through Sunday 11:00 AM-4.00 PM Hours and days are subject to change.