



janet carson  
gallery

at the Eau Claire Regional Arts Center

## GALLERY GUIDELINES FOR EXHIBITORS

**Gallery Hours: M-F 9am - 4:30pm, TH 9am – 7pm**  
Gallery is also open during State Theatre performances and by appointment

All work must be delivered to the Janet Carson Gallery. A Loan Agreement Form will be available for completion by the Eau Claire Regional Arts Center (ECRAC) office and a copy given to the artist by request. Work requiring assembly and disassembly will be the responsibility of the artist. The artist is responsible for incoming and outgoing shipping of artwork to and from the gallery.

Installation of exhibits will be planned and implemented under the supervision of ECRAC management, with a mind towards public interest, accessibility and safety, professional appearance, security of the artwork, and condition of Arts Center property. Site-specific installations must be approved by the Visual Arts Committee in advance. Two-dimensional pieces must be wall-ready and hung with wires, if applicable. Saw-tooth hangers are unacceptable.

The Janet Carson Gallery reserves the right to accept or reject any works of art based on its selection criteria. Artists who wish to appeal a decision may appeal to the Board of Directors. All works to be exhibited must be of professional quality, not be older than five years, and not have been exhibited in the Janet Carson Gallery within the last two years. All work must be for sale.

All labeling of information for the exhibit will be taken from the Loan Agreement form, which we assume is correct. If there are any changes to be made, it is the responsibility of the artist to contact the gallery. All works must be clearly labeled.

The retail price of each piece is set by the artists and will not be altered by ECRAC without permission from the artist. We expect that this price is no higher than the artist would sell the piece for elsewhere. Please include ECRAC's commission in your price. Wisconsin sales tax (5.5%) will be added at the time of the sale.

ECRAC's commission on sale of artwork is 30% for ECRAC members and 40% for non-members. Memberships are available beginning at \$25. Payment for items sold will be issued at the end of the exhibit minus our commission and WI sales tax (5.5%). Checks will be mailed to the artists within a reasonable processing time.

Artwork is and will remain the sole property of the artist until sold. Sale of work does not constitute transfer of the artist's copyright.

Artwork is fully insured by ECRAC against loss or damage (unless caused by faulty materials or workmanship) while in our possession up to \$1000 for each piece. However, the artist assumes responsibility of additional insurance coverage if an individual piece of artwork is valued higher than \$1000. Should loss or damage occur, ECRAC or its insurer will pay the artist the stated insurance value. Work left 30 days past pick-up date is no longer insured unless prior arrangements are made.

If damage or deterioration is noted, the artist will be notified at once. Should damage occur in transit, the carrier will also be notified and all packing materials saved for inspection.

ECRAC assumes the right to photograph works on display for publicity, education, and archival purposes.

You may pick up your work at a pre-arranged time following the exhibit. Unless prior arrangements are made, work left at the Janet Carson Gallery after two weeks will become the property of ECRAC.