



## **Gift Gallery**

### **Artist Members & Year-round Sales**

The Whittier Art Gallery offers artist members the opportunity to submit their artwork for sale in the Gift Gallery and online throughout the year. Artist's membership dues must be current. Artwork can be submitted on any afternoon that the Gallery is open, except during receptions. There is no entry fee to submit artwork to the Gift Gallery.

#### **Who selects the artwork to be displayed in the Gift Gallery?**

The Gift Gallery Committee will select artwork to be displayed based on size, media, groupings, and available space. All artwork must be original, not a copy of another artist's work, or a copy of a professional photo. Due to limited space, and our large gallery membership, it is possible that not all artwork submitted will be displayed. A gallery representative will contact the artist when a work will not be displayed.

#### **How do I submit my artwork for display in the Gift Gallery?**

Send photographs of the work you would like to submit for Gift Gallery display to Lisa Keffer-Ruiz at [passion4paint@gmail.com](mailto:passion4paint@gmail.com). Take photos of the work in good light so the Gift Gallery Committee can clearly see the work. If the work is 2D take photos before the work is behind glass. If the work is 3D take photos from three different angles. These photos will be posted on the Gift Gallery page of the website for sale online. They will also serve as a visual record of what artists have submitted for display and sale in the Gift Gallery. If the images are submitted by a new member, the Gift Gallery Committee will review the images and contact the artist.

Artists should list each item submitted on a Gift Gallery Inventory Sheet (available at the desk.) A Gift Gallery title card should be completed in black ink for each 2D or 3D piece of artwork. Fill-out artwork title, artist's name, media, and price. Prices should be whole dollar amounts and should not exceed \$150.00. The date of submission should be printed in the rectangle provided on the front. A small white sticker (available at the desk) should be placed on small items, including notecards. No title card is necessary for these items. Each sticker should have the artist's initials, inventory sheet item number, and the price of the item. All tags, labels, and stickers should be white.

Any additional signage provided by the artist should be typed on a white background with black ink. Handwritten signage will not be displayed.

Each piece of artwork selected for display, will remain in the Gift Gallery a minimum of one month and no more than three months. Work previously displayed may be resubmitted after three months.

### **When will artwork be added to the Gift Gallery displays?**

Any Artist Member submitting artwork to the Gift Gallery for the first time, can fill out an inventory sheet and then leave the work with the Gallery Assistant. A member of the Gift Gallery Committee will be notified of the submission.

Artist Members who have displayed their artwork in the past, may change-out work at any time that the Gallery Assistant is available to offer support. **As long as they have notified Lisa and sent photos and descriptions of new items adding and what pieces they are removing.** We suggest changing out artwork every four to six weeks to keep the Gift Gallery displays fresh..

### **Artwork should comply with size and other guidelines as follows:**

#### Three Dimensional Works:

One artist can submit up to 5 pieces. A small grouping of items (for instance, 3 coffee mugs) would count as one piece. Artists should make arrangements in advance to include a 3D piece larger than 12" square base, 24" high. Ceramic ware does not need a title card.

A 3D Display of Non-Jewelry Items: An artist member cannot have more than two displays.

Jewelry: An artist member can have up to two jewelry display units. A unit can display pairs of

Earrings, groupings of rings, etc., and should not exceed 10" X 18" (earring rack, bracelet, and necklace bars, etc.) Three to five sets may be displayed in shadow boxes or on neck forms provided by the artist. All jewelry items should be individually tagged. The Gift Gallery Committee will select work to be displayed in the Gallery's locked cases.

#### Two Dimensional Work (All Media):

All 2D work must be framed, or have finished sides and edges with no exposed hardware. All 2D art must have a wire on the back for hanging. Art Each piece of 2D work should not exceed 16"X20" including mat and frame.

Note Cards: Note cards must be in boxes or in clear sleeves (no zip-lock bags). Single note cards will be displayed in the Gallery's note card rack. Card sets should be displayed in a box appropriate to the size of the cards. Please do not display more than four cards of a duplicate image.

Gift Gallery Portfolio Rack: Artist members may display three matted pieces, placed in individual sleeves. Each piece should not exceed a matted size of 16"X20".

### **How will I know if my artwork is sold?**

A commission check will be mailed to you the month following the sale. The sale is recorded on your artist's Gift Gallery Inventory Sheet. When Artist Members take unsold work from the Gift Gallery, they should indicate each piece that has been removed by dating and initialing their

If you have questions, please call the Gallery at 562.698.8710 or email Lisa Keffer-Ruiz at [passion4paint@gmail.com](mailto:passion4paint@gmail.com).