SAN BUENAVENTURA ARTISTS' UNION GALLERY
330 California Street Plaza, Ventura CA 93001 (805) 643-3012

EXHIBITION POLICIES AND ARTIST CONTRACT

GENERAL DISPLAY POLICIES

All artwork displayed at San Buenaventura Artists Union Gallery shall be original work of the artist. All artwork submitted for display must be ready for exhibition. Pieces (and egos) must fit easily through gallery doors, with no damage to the artwork or gallery facility. Paintings/2D works must be dry and suitably framed and wired for hanging, no sawtooth hangers. Unacceptable: no wet or uncured paintings, no works too fragile for hanging or not able to be moved by gallery personnel, no electrical works without the approval of the gallery committee. Unusual formats and "not-for-sale" (NSF) must first be approved by the gallery committee. All works must be properly labeled and insured by the artist. All exhibition fees must be paid by artist upon delivery of artwork. **All entry, hanging or exhibition fees are non-refundable.**

LIABILITY

Neither the San Buenaventura Artists' Union (SBAU) or the Ventura Artists' Union Gallery (VAUG) assumes liability for theft, damage or loss of artwork. The gallery does not carry insurance for loss or damage to artwork in the gallery or in transit, nor assumes any liability for such. All work displayed at VAUG is understood by the artist to be at risk. Artists are advised to provide their own insurance. It is understood poetry readings and concerts will take place in the gallery on a regular basis and that the gallery is open to the public. The VAUG liability release form must be completed by all artists upon delivery of artwork.

GALLERY SITTING

All members/non-members are required by SBAU to complete 1 shift of gallery sitting (3 hours) per month/exhibit. If you are unable or unwilling to fulfill this requirement you may chose not to participate in the exhibit or you can arrange for a proxy to take your place. If you need to switch shifts with another participant, you are responsible for making all arrangements and notifying VAUG Volunteer Coordinator of the change. If you are unable to cover a shift and are unable to find a substitute, please call VAUG Coordinator 24 hours in advance so alternate arrangements can be made. **"No shows" will be charged $10 per hour for the missed shift**. Remember, it is to the benefit of all participants that the gallery remains open during the advertised hours.

JUDGING AND CURATING OF EXHIBITIONS

All decisions of the VAUG and the jurors are final (whining is discouraged). The VAUG has the sole right and responsibility for organizing, sequencing and hanging exhibitions. VAUG reserves the right to refuse or remove any works, at VAUG discretion, at any time.

SALES

All artwork will be sold as displayed during the exhibit unless otherwise specified by the artist. A sales commission of 25% shall be collected by VAUG for all works sold. It is understood the purchased works shall remain on exhibit for the duration of show dates. Payment for sales shall be made to the artist within 10 banking days of the receipt of funds by SBAU or 10 days after the close of the exhibition. Sales tax will be collected from the buyer and paid to the state by the SBAU. Shipping and delivery of purchased works will be the responsibility of the buyer. Delivery of large, heavy or unusual works must be arranged between the artist and buyer after exhibition is over.

PUBLICITY

The San Buenaventura Artists' Union will produce publicity, in the form of postcards, posters and a press release. Participants will be given a limited number of postcards to mail out upon request.

PHOTOGRAPHIC RIGHTS

VAUG reserves the right to photograph and/or have photographed any or all works of art for promotional or record-keeping purposes. Photographing of art/exhibits by non-participants/public is strictly prohibited.

PICK UP AND DELIVERY DATES

Artists are responsible for delivering artwork to the gallery at 330 California Street Plaza on drop-off dates to be announced or by prior appointment. No late entries will be accepted. Artwork must be picked up on announced days at the end of the exhibit. A $2.00 per day holding fee will be charged on all art not picked up on the pick-up day unless prior arrangements are made.

By signing below, your are agreeing to the policies listed above.

PRINT FIRST AND LAST NAME

Rev. 6/2007

Artist's Signature _____ Date _____