



# Art Gallery Guidelines

Our Café has one wall available for use as a community art gallery. Exhibits will change the first week of every other month. This is not a museum or professional art gallery - this may be thought of as a "guest/host" relationship. We request that the artist read the following guidelines, and sign below.

- No nudity.
- No political or religious messages.
- Your art must fill most of the space which measures 18' wide x 4' high. No art may be installed on any other walls.
- The artist accepts full responsibility for any loss or damage to the artwork. The artist waives any and all claims against Good Foods Market & Café for personal injury during set up and removal of the exhibit.
- It is the responsibility of the artist to hang and take down the exhibit.
- All art must be displayed using the art rail system installed in the Café. No nails, tacks, or other materials may be used which will puncture the wall or remove the paint. The artist is responsible for repairing any damage to the wall due to set up or removal of their exhibit.
- We will provide a notice of the exhibit on our website. We request a title, artist statement, and digital color photos of your art for inclusion on the website. Please submit information to Danielle M. Dove at [danielle@goodfoods.coop](mailto:danielle@goodfoods.coop) by the 1<sup>st</sup> of the month prior to your exhibit. *Example: For a June exhibit, you must turn in all info by May 1st.*
- Any outside advertising of the exhibit is the responsibility of the artist.
- All literature used to promote your exhibit and/or reception must be preapproved by the Marketing Manager.
- You may have a reception to educate the public about your exhibit and you may display more pieces from your collection. You are responsible for setting the date and time, as well as set up, all preparation, and clean up. Contact Ann Marx at [annm@goodfoods.coop](mailto:annm@goodfoods.coop) to reserve the Rochdale Room. Reservations must be made at the first of the month prior to your exhibit.
- We are not responsible for the sale of artwork. A 5% commission is requested on artwork sold while on display in the Café. This commission will be donated by Good Foods to our Give Where You Live partner. If artwork is sold while on display, it will remain up until the end of the show.
- Please provide an 8 ½ x 11 sheet of paper that includes a brief artist statement, all artwork titles, descriptions, and prices (if for sale). It will be inserted into a sign holder and placed on one end of the exhibit closest to the Market. If you would also like to label individual artwork with captions or descriptions, the labels must be on the image/frame. No other type of material may be used. Make sure your contact information is included.

I have read the above information, and I agree to these terms.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

E-mail Address \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Preferred Month & Year of Exhibit \_\_\_\_\_

Set up Date and Time \_\_\_\_\_ (between 8 - 10 am or 8 - 10 pm)

Take down Date and Time \_\_\_\_\_ (between 8 - 10 am or 8 - 10 pm)

You must have your art installed and taken down between 8 - 10 am or 8 - 10 pm

Ask the Coffee Bar staff to locate the Floor Manager for any assistance setting up or taking down your exhibit.