

COCO ART Gallery Receiving Procedures

Receiving—also known as the day you bring your art into the gallery: The first Monday of every month, 10:00 AM to 1:00 PM only. If the first Monday falls on a holiday, receiving will then be the following day, Tuesday.

To expedite the process, prepare your art identification labels and your inventory sheet at home. Art identification labels must be computer printed on cardstock. Paper labels and handwritten labels are not acceptable. Forms are available on our website:

www.cocoartgallery.com

Please read our Gallery Prospectus, also available on our website. You will find answers to many of your questions. New artists will be assisted at a newcomer's receiving table. Current membership card, or verification of payment or membership in one of the Art Council's 21 member organizations, is required at receiving.

You must have a new, updated inventory sheet monthly. With your inventory sheet in hand, proceed through the receiving process in order. Be sure to stop at each table, 1-5, for check off.

Table 1: Art Check

2-D ART: Art Hung on the Walls

- Please use **ONLY** braided wire, stainless steel wire, or vinyl coated wire. Wire should not be seen after art is hung.
- All sharp ends of wire should be wrapped with masking tape, blue tape, etc.
- All art must have artist's name and title written on back of the art or on the wooden stretcher bars (written on a piece of masking tape or on the wood). This is important if your art identification label becomes separated from your artwork.
- **SCREW EYES-** appropriately attached considering reasonable weight limits.
No screw eyes allowed on any art with glass.
- Swivel Hangers (also called D-ring hangers) are preferred.
- No sawtooth picture hangers allowed.
- Art needs to be appropriately and securely mounted in frame. Do not tape your work into your frame; it will not be accepted. Presentation, even on the back, is important.
- All canvas sides must be **neatly and evenly** painted (if work is not framed). No raw or unpainted canvas edges will be allowed. You will be kindly asked to repaint your edges neatly and submit the following month.
- An individual painting, **NOT** including frame, larger than 1299 square inches shall count as 2 (two) paintings and an individual painting larger than 2099 square inches shall count as 3 paintings.

3-D Art: Includes pottery/sculptures, glasswork, baskets, wood working, fiber art, etc.

- Due to space limitations: Any work with a base size larger than 12" x 12" (144 square inches), or that occupies more than 24" x 24" (576 square inches) of display space will be counted as 2 (two) pieces.
- No more than 40% of the piece may be composed of commercially produced items, unless significant alterations or artistic elements are incorporated in the finished design, as determined by the jury committee.

Jewelry

- Your jewelry forms must be clean and professional looking to enhance the presentation of your jewelry. White, off-white, or black forms only.
- No more than 40% of the piece may be composed of commercially produced items, unless significant alterations or artistic elements are incorporated in the finished design, as determined by the jury committee.

Small Works: priced \$100 or less

(Write SW on lower right-hand corner on your art ID label)

- No artist can display more than ½ of the total # of 2-D art pieces allowed at any time.
- All SWs must be original art: no reproductions, no Giclee.
- All SWs on canvas must be wired for hanging.
- All SWs wired for hanging must be 12" x 15" maximum or 180 sq. in. or less (including frame). Unpainted sides = OK.
- Matted and unframed pieces for the bin can be up to 16" x 20".
- No framed art or art on canvas should be placed in the SWs bin.
- Every effort will be made to hang all framed and wired SW art in the SW section provided.

Reproductions

- Reproductions are copies of original art in all mediums, including photography. (All Giclees are reproductions, but not all reproductions are Giclees)
- Reproductions are displayed in bins around the Gallery. Reproductions are usually matted and displayed in a protective plastic jacket. Reproductions should be no larger than 16" x 20" before matting.
- Photographic reproductions are also displayed on larger gallery-wrapped canvas as well as framed for hanging. Any individual reproduction larger than 1450 square inches shall count as two items.
- The total number of reproductions any one artist may display is 8 (eight). (See gallery prospectus for clarification on total number of items submitted per month).

Giclee

In order to qualify as a Giclee, it must be identified specifically as a Giclee. All Giclee reproductions are placed in a specific area of the gallery.

A gentle reminder: In addition to the above guidelines, all submissions will be juried into the gallery-No Exceptions. Decisions of the jury are final.

Table 2: Pay Monthly Dues

- It is recommended that each artist pays at least two months at receiving.
- Cash or check only.
- If you are a new member, you must present Current membership cards, or verification of payment or membership in the Art Council's 21 member organizations.
- If you are a new member, this is where you will give your signed waiver and completed W-9 form to the cashier.

Table 3: Calendar

- Show your dues receipt from Table 2.
- Select a date to staff the gallery. You are required to volunteer one day per month.
- If paying several months in advance, select gallery staffing dates for each month.

Table 4: Present Computer Printed Art Identification Labels (Use Arial font 12)

- If you paid for your art to hang for a month and decide to pay for a second month, before proceeding through the tables, take your art identification label off the wall. This will expedite the color-coding process.
- Gallery volunteer will mark your labels with correct monthly color codes.
- All art must have art identification label with artist's name, title, medium, member number, price, and monthly color. Color coding will be completed at receiving.

Table 5: Work Area

- On your inventory sheet, notice the capital letters A, B, C, etc. As you list your incoming art, indicate this letter on your art identification label under your artist ID number. This process makes it easier to identify your art when being sold.
- Attach your art labels to the back of your 2 D work and place as directed. These art identification labels will be transferred to the wall. 3 D Artists, place your work with labels on tables provided.
- A new, updated Inventory Sheet must be filled out each month. Indicate incoming and outgoing dates. Upon Completion Place sheet in inventory box provided at Table # 1 after you have completed the process and your sheet was initialed for completion at Tables 1-4.

Congratulations! Welcome to the COCO Art Gallery. You made it through receiving. The process will get easier every time. Preparation is everything. Your gallery team wishes you every success!