

Swogger Gallery Policy & Procedure
Columbian Theatre Museum & Art Center
521 Lincoln Avenue
Wamego, Kansas 66547
(785) 456-2029
(800) 899-1893 Toll Free
www.ColumbianTheatre.com

The Columbian Theatre strives to provide quality exhibits that reflect the diverse cultural environment of the Wamego area. Our intent is to educate, emphasizing the work of local and regional artists.

I. EXHIBITIONS DIVISION: The purpose of the Exhibitions Division is to organize four or more individual or group shows a year, each hung for approximately six-week period.

1. Artist's Application: All applications and slides sent to the Columbian will be reviewed; the artist is notified either that the work does not fill the needs of the Gallery or that the Columbian wishes to see the artwork. The artist will furnish the Center with resume, slides of work and other pertinent materials when the exhibition agreement is submitted.

2. Appointments: are set to view the artwork (either at the Columbian or at the artist's studio/home). At that time artwork may be selected for consignment to the Gallery.

3. Selection: If Artwork is selected for the Gallery, the Gallery Director and the artist makes an appointment to bring in the selected artwork(s). All artwork(s) is delivered and picked up from the Gallery by appointment only.

4. A Slide File: is maintained on each Gallery Artist. Artists may update their slides at any time. Slides must be marked with the artist's name, title, year, medium, size, and an arrow to indicate the top of the slide.

5. A Biography File: is maintained on each Gallery Artist. Biographies should be updated accordingly.

6. Exhibition: The length of a gallery exhibition at the Columbian will typically be four to six weeks.

7. Installation: The Columbian is responsible for the proper installation and removal of work. The Columbian retains the right to remove work from the exhibition as cause or need arises.

8. Shipping: Costs for shipping works to and from the Columbian are the responsibility of the artist.

9. All work displayed in the gallery should be suitably prepared for exhibition. All artwork must be marked with the sale price or value on the back of each piece, for insurance purposes. The Columbian may request of the artist an appraisal to verify the value the artist has assigned to not-for-sale work. An inventory, including the title and price, must be given to the Columbian upon delivery of the work.

10. Invitations: The Columbian is responsible for designing, printing and mailing exhibition announcements. The Columbian Theatre logos and consistent information must be included. The artist will be provided with announcement cards upon request.

11. Opening receptions will be negotiated between the Columbian and the artist(s).

12. Promotion: The Columbian is responsible for promoting the exhibition, through press releases and other contacts with local media.

13. The gallery is open to the public during regular Columbian Theatre hours and during evening performances at the Columbian. A docent/staff member is always present when the galleries are unlocked.

II. FINANCIAL INFORMATION: Artists considering applying to the Columbian Theatre should read the following information carefully.

1. Gallery Personnel: The Columbian Theatre employs a Gallery Director to negotiate consignments, and installs artwork. The Museum's Finance Office provides accounting support to the Gallery and generates artists' checks and W-2 forms. These positions are overseen by the Executive Director.

2. Pricing, Gallery's Commission, Terms of Payment: All work will remain on display for the duration of the exhibit. Sales of work and sales tax will be handled by the Columbian. The Gallery shall sell the Artwork at the retail price specified on the Inventory Sheet (s). Gallery's commission shall be forty percent (40%) and Artist shall be paid the remaining sixty percent (60%) of the stated retail price of each piece of Artwork sold. Payment to Artist on all sales made by Gallery shall be within forty-five (45) days after the date of sale of the Artwork.

3. Art is insured while on exhibit for either the stated sale price or for a stated insurance value. In case of loss or theft, artist will be reimbursed for 60% of the value of work; damaged work will become property of the Center. The Columbian carries up to \$100,000 of insurance coverage for visiting art exhibits. If the artist(s) need additional coverage, they must furnish it themselves.

III. ADDITIONAL INFORMATION

1. Time between Application and Notification: The Columbian is supported by volunteers the process can take up to six months before decisions can be reached. Please be patient.

2. Change of Address or Telephone Number: It is the Artist's responsibility to inform the Columbian of any change of address and/or telephone number, including a temporary leave of absence. The Columbian cannot pay any artists who do not forward addresses. Furthermore, the Columbian cannot be responsible for the artwork of artists who do not keep the Gallery informed of their whereabouts.

3. Framing: Larger works on canvas may be left unframed if appropriate. The ARSG reserves the right to reject artwork that it feels is improperly presented. Artwork *must* be ready to hang.

4. Installation of a show is handled by the Columbian. Decisions and placement of artworks lie solely with the Columbian. It is possible that one or more originally selected artworks may not be used in the show.

5. The Exhibition Show lasts approximately six weeks, during which time the artwork may be reserved for sale. Artwork may not be removed during the show. The artist must pick up artwork not sold within five days following the conclusion of the show.

6. Artist Sales to Gallery Clients: As a general procedure, the Columbian does not give out the address or phone number of an artist. There are times, however, when the Gallery does put an artist and a prospective client together. Should the artist make a private sale to one of our clients as a result of such an introduction, the Columbian expects the 30% commission, as with any other Gallery transaction. In such situations it is always best to have the Gallery handle the paperwork.

7. Rejection: It may happen that an artist's work is not selected. Due to the number of applicants, it is impossible to give specific reasons why an artist's work was not chosen. The Columbian can only encourage artists to reapply as their work changes and progresses, and welcomes them to do so after one year. As with any gallery, the needs of the Columbian Theatre change too.