The Evelyn Peeler Peacock Gallery Small Works Guidelines

About Small Works

The Evelyn Peeler Peacock Gallery welcomes ARTS Council artist members to bring in small works for display on a semi-permanent basis. Small works include items such as prints, cards, books, jewelry, small ceramics, and more. Occasionally, a special theme will be announced for small works.

We have developed these Small Works Guidelines to maintain consistent presentation as well as allow the gallery to properly tag and inventory each piece. Small Works are any works not part of our Exhibitions (member shows, solo shows, juried shows) that rotate in the gallery throughout the year.

The Arts Council Gallery will display Small Works as availability allows using our own display armatures, wall hooks, display case, shelving, and pedestals. The gallery reserves the right to reduce the quantity of Small Works exhibited by any one artist, allowing us to provide a fair representation of works from all member artists. Any items not on display will be held in stock to replace items sold.

Small Works Submission Process

Small Works information must be submitted in advance by completing the online Small Works Drop Off Form. Once Small Works information is submitted, artists will be contacted to set up a day and time to bring in their work. Small Works cannot be accepted unless a Small Works Drop Off Form is complete and an appointment has been made.

To pick up Small Works, an appointment must be made by contacting the Gallery Curator.

Small Works Sales

All Small Works must be for sale. Typical prices range from a few dollars for cards to $30 or $40 for ceramics. There is no commission on any items priced $10 or less. For items priced greater than $10, a 30% commission applies.

Small Works Eligible Items

The following are descriptions and quantity limits of allowable Small Works Items:

Necklaces and Bracelets

Quantity - 12

Each item must have a jewelry tag or placed on a jewelry card (heavy stock paper or plastic) with the artist's name and price. There must be room for The ARTS Council to affix a small sticker with an inventory number. While artists can bring a display stand, The ARTS Council reserves the right to arrange and display necklaces and bracelets as needed.

Pins, Earrings, Charms, Pendants, etc.

Quantity - 12

Each item must be attached to a jewelry card (heavy stock paper or plastic) approximately 2 ½ x 2 ½. The jewelry card should have the artist’s name and any other appropriate information. There must be room for The ARTS Council to affix a small sticker with an inventory number. While artists can bring a
display stand, The ARTS Council reserves the right to arrange and display pins, earrings, charms, pendants, etc. as needed.

**Book Marks, Ornaments, Wearable Goods, and other Miscellaneous Goods**

Quantity - 6

Each item must have a tag with the artist’s name and price. There must be room for The ARTS Council to affix a small sticker with an inventory number.

**Individual Cards**

Quantity - 20

If not visible on the card, the artist’s name must be placed via sticker on the card. There must be room for The ARTS Council to affix a small sticker with a sales price and an inventory number. Because of limited space, no personal displays will be accepted. The ARTS Council will display all cards in our own display system. Card/envelope in plastic sleeves are preferred.

**Card Packs**

Quantity - 5

Each pack must be clearly identified with the artist’s name. There must be room for The ARTS Council to affix a small sticker with a sales price and an inventory number. Because of limited space, no personal displays will be accepted. The Arts Council will display all card packs in our own display system. If the card packs come in prepacked standalone packaging, the Arts Council will work to place it outside of the card display rack system.

**Books/CDs/DVDs**

Quantity Limits - 5 copies per title/ Up to 5 titles

Each item must be clearly identified with the artist’s name. There must be room for The ARTS Council to affix a small sticker with a sales price and an inventory number. Items will primarily be placed on our shelving systems.

**Unframed Prints**

Quantity Limits - 5

Each print must be in protective plastic with stiff backing and clearly marked with the artist’s name. There must be room for The ARTS Council to affix a small sticker with a sales price and an inventory number.

**Additional Gallery Policies**

Your artwork must be your own original work created from original materials, or materials that are creatively transformed into original works of art. Other Small Works not listed here will be accepted on a case-by-case basis at the discretion of The Arts Council staff.