

Small Works Guidelines

The Evelyn Peeler Peacock Gallery at The Arts Council has developed 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 work items 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.

It is at The ARTS Council's discretion to determine where Small Works are displayed in the gallery.

Artists are encouraged to contact ahead of time if they are bringing in a large number of small works as this takes significant staff time to process. If small works are brought in during a rotating exhibition pick up/drop off, priority will be given to check in/out rotating exhibit work first.

All exhibiting artists must sign a Small Works Artist Agreement indicating receipt and review of these guidelines. To exhibit any Small Works, the artist must be a current member of The Arts Council. Items can remain in the gallery as long as membership is current.

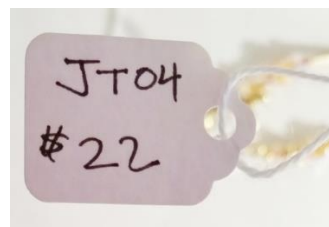
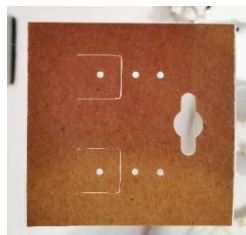
There is no commission on any items priced \$10 or less. For items priced greater than \$10, a 30% commission applies.

The following are descriptions and quantity limits of allowable Small Work 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 items will be accepted on a case-by-case basis at the discretion of The Arts Council staff.