

# *Two Rivers Art Gallery and Gift Shop* Up-dated: 09.27.22

An Organization under CVIP (Chiloquin Visions in Progress); a non-profit organization  
Located in the Chiloquin Community Center, P O Box 382, 140 1st Street, Chiloquin, Oregon 97624  
541-783-3326, [2riversart@gmail.com](mailto:2riversart@gmail.com), [www.2riversartgallery.com](http://www.2riversartgallery.com)

*Motto: For the Love of Art and Artists*

Welcome! It looks like a lot to read, but once read, you will understand our system and what makes our Gallery one you will want to be a part of with full confidence.

## **New Artist's Steps**

New artist's packets are at the gallery desk. Please write your name, phone number, and date on the check-out list found in the file.

1. Complete **the packet** and bring in your **first set of artworks** with your **membership fee** attached (if paying by credit card, please wait until items are approved). A volunteer will place these items together in the gallery office to be juried.
2. You will be contacted as soon as your artworks are **juried**. Changes may be suggested and some artwork not approved. Because quality workmanship, variety, and artistic talent is our goal, unfortunately we sometimes have to make difficult decisions. If all items are not approved, you will receive a full refund when you pick up your artworks.
3. After approval, the Gallery will create nice **tags/labels** for your artwork.
4. **Your packet** information will be used for **marketing**, unless otherwise specified by Artist.
5. Every **3 months your artworks should be changed up**, if at all possible. New artworks, if in a different category, goes through jurying again. It is **not automatically approved** if in a different category. Even in the same category, new artwork is still open for jurying if the standard of artwork is less acceptable. **Place all your new items in the gallery office** and NOT in the Gallery, unless you've gotten special permission from Director.
6. Your number of **artworks are limited** so other Artists have room to display their art as well. The amount depends on the size of the artworks, where they can be placed, and if we have available space we need to fill. When you bring in new artwork, please take some out.
7. We would love to have our **Artists photograph any new artwork you bring in**. Using your smart phone works fine and then just share it to [2riversart@gmail.com](mailto:2riversart@gmail.com).
8. We **expect event participation**. They are created for our Artists to give everyone opportunity to connect with the public, increase art appreciation, and sell artwork. Our Gallery offers **strategic marketing events** to help you gain followers directly and indirectly. Connections that are gained from these events increase the amount of supportive patrons which is beneficial to each artist, increasing followers and buyers. This is proved out every month when we see that our top sales persons are our volunteers and those who attend our events. They work hard to sell all the artwork in the Gallery but buyers love to meet the Artists and are more apt to buy their artwork.

**Most of all**, we are here to help all artists who desire their artwork to be displayed in our Gallery. We appreciate, support and are thankful for all the artwork our Artists bring into our Gallery. We feel it an honor and privilege to serve you in this way. We expect our Artists to also support our Gallery as their own with positive conversations about the Gallery. We have spent many years building the reputation of our Gallery! **Negative slander will not be tolerated** in any way.

## Our Pledge to You

*“For the Love of Art and Artists!”*

We will do our best to **promote the sale of your artwork** and to **help every artist succeed**. We want to display your artwork in a way that speaks of quality and fairness to every artist that puts their artwork in our gallery. **Quality and fairness** is an important part of what we do at Two Rivers Art Gallery.

We will continue **doing all we can do** by using and spending our portion of sales and donations to keep our gallery open and successful as well as exposing you and your artwork to as many patrons as possible, making sales and connections happen for you.

**Teamwork is essential:** We will always strive to be a team working together to accomplish all that a gallery and its artists are able to do. You, as the artist, actively participating in our gallery events and selling of your artwork leads to our greater successes and is what makes us a team. We want to thank you for being a strong part of our team as we travel towards success together.

Sharing of yourself, telling your story and **marketing yourself and your artwork** makes everything work better. We make ways for you to participate in gallery events as a volunteer and as an Artist. Although they are not mandated, they greatly contribute to your success and ours. We are a team working together to increase each other's potential. Fun gala parties, featured artist shows, and classes are times we can enjoy together and are created for all our Artists to attend and be able to profit from them.

In all fairness, **major loss or damage** to artworks caused by natural disasters, extensive criminal theft, or vandalism will be fully reimbursed to the artist at their cost of the item minus the commission. Minor damage of an item will be reviewed by two members of our Gallery Advisory Team on a case by case basis for potential reimbursement or repair.

This is our promise to you as our valued artists. *Two Rivers Art Gallery and Gift Shop*

## Artist's Membership Dues and Commission Information

**Annual Membership Dues:** \$35 Gallery Only & \$45 Gallery and Website

**Commission Rate:** 25%

*These will be changed when you renew your membership and not before.*

**Commission checks** are processed at the beginning of every month for items sold the previous month. Please cash your check right away so our records are easily reconciled. We will contact you when you have a check coming to you. They will arrive by mail or you can pick up your check at our Gallery. Picking them up saves us the cost of envelopes and stamps. In order to operate our gallery in a responsible manner, we need to pass on the fee (currently 3%) charged by the credit card companies for your items. The amount you will receive as your payment for art sold will be: the retail cost of the item sold, minus the commission amount and the possible 3% credit card fee [IF your item was purchased with a credit card].

Annual **membership dues** are to be paid once a year on the same month of your initial payment. If dues have not been paid after many communications, your artwork will be removed from the floor and temporarily placed in our security room and you will be considered inactive. If you **don't pick up your artwork** within a couple of months (unless otherwise arranged for later pick-up), your **artwork becomes the property of Two Rivers Art Gallery** with no compensation to the artist. We will sell it at the Gallery having all proceeds go to the Gallery

# Artist's Inventory and Tagging Information

**INVENTORY:** All artworks submitted must have an Inventory List. One will be provided with this application packet and then put into our Inventory System. For future items, a short Inventory form is in Gallery office. Artists may photocopy this form for their files. All inventory sheets must include the following:

- The artist's name, phone number, date: This is on top so don't miss it!
- Description of your artworks: A title that describes the item is best but not mandatory
- Number of items: For multiple items, we prefer you to group them together with the same code.
- Item # only: Includes your initials of your first, middle, and last name and the number of the artwork. The **number part of the tag you can be leave blank**, especially if you are not positive about the number part of the code. Our computer program will put in the RIGHT number with no confusion.
- Price: Feel free to look at the pricing of other similar items in the Gallery. See easy math on page.
- Notes: If you want something on your tag added. Ex: Size, detail of stones, etc, please put in notes.

EXAMPLE:

Name \_\_\_\_\_ Code \_\_\_\_\_ Date \_\_\_\_\_

<u>Don't know the next number? Don't guess...No worries...we will assign one and put it on the label.</u>						
<u>How to calculate your gallery sales price: Price you want to be paid divided by .75</u>						
For example, if you want to be paid \$60 for an item, then it's \$60 divided by .75 = \$80 (gallery price on this sheet)						
Removed	Added	Number of items	Item # only	Description of Item(s) Distinguishing Features	Gallery Price	Notes: What you want on your Tag Ex: Size, washing instr, stone
	X	1	001	Eagle Flying Oil Painting	\$80	16 x 20 Original (or Print)
	X	4	100	Crocheted Hats	\$ 9	Washable, Med
	X	3	103	Crocheted Hats	\$10	Washable, LG

**TAGS** will have; item description or title, code, price, and details if noted on inventory sheet. This is the gallery's responsibility. **Note: GALLERY TAGS ARE PREFERRED WHICH WE GLADLY MAKE UP FOR EACH ITEM.**

IF YOU USE YOUR OWN TAGS:

- **YOUR PERSONAL TAGS MUST** include CODE, TITLE, AND PRICE ON THE BOTTOM OF TAGS FOR EASY SEPERATION TO PUT ON RECEIPT IN RECEIPT BOOK. Information should be placed where the customer still has it on their part of the tag.

**BUSINESS CARDS:**

- **FOR HANGING ITEMS: Two business cards are stressed:** Your card, duplicated, both need; **the title or description, your name, and code** on the back of your artwork and applied securely. This second business card is used to give the important information necessary for a potential buyer to bring home with them and to keep our records accurate. You may write your information on the back of your artwork but it **MUST** be readable and include all the above information. This is not our first choice.
- We want each Artist to have **nice business cards available** to our customers who often ask for them.

**FASTERNERS:** The back of **MOST hung items** must have a **wire fastened SECURELY** for easy and safe hanging. Artists are to make sure there is a **functional and reliable hanger** on the back. Any artwork damaged due to a low quality hanging device will not be reimbursed by the gallery. Ex: Nail slots on wooden items are difficult to hang as well as one hook fasteners.

We have a **working system** in place and we strive to improve it on a regular basis. When everyone follows this system we can have the professional look we all want. A great system and a professional look builds *everyone's* confidence in selling their items. *Thank You!*



# Artist's Informational Form

IMPORTANT: Date \_\_\_\_\_ Amt Pd \_\_\_\_\_

Name \_\_\_\_\_ 3 Initials \_\_\_\_\_ Date \_\_\_\_\_

The three initials are your initials for: first name, middle name, and last name.

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Describe your artwork(s)

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## Tell Us about Yourself ...Marketing Information

*Please* send us a **PICTURE** of yourself on an email [2riversart@gmail.com](mailto:2riversart@gmail.com) as a jpeg file.

In an effort to promote you and your artwork, we are asking that you answer a few questions about yourself and your artwork. If you already have a biography prepared please attach it to this form.

Name \_\_\_\_\_

Medium (oil, textile, watercolor, acrylic, etc) you use and why

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Your story behind your artwork \_\_\_\_\_

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Any degrees, awards, and recognitions you have earned \_\_\_\_\_

What inspires you? \_\_\_\_\_

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Why did you choose Two Rivers Art Gallery? **IMPORTANT**

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Other...Comments \_\_\_\_\_

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Your website: \_\_\_\_\_ (Optional)

Your Facebook page: \_\_\_\_\_ (Optional)

**Please share** Gallery & Artist information you receive in your email and on:

Gallery's Facebook page: **Two Rivers Art Gallery, Chiloquin** (Review often)

THIS IS IMPORTANT TO PROMOTE *YOUR* GALLERY AND GET CUSTOMERS INTO *YOUR* GALLERY TO BUY *YOUR* ARTWORK.

Yes, I hereby agree that information listed here and photographs taken of my artwork, including at the gallery and other events, may be used for marketing purposes and on social medias. **This is not optional. Thanks**

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Signature

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Date

