

# SALMON RIVER FINE ARTS CENTER

## Artist Guidelines for the Online Art Gallery

Any current artist member of the Salmon River Fine Arts Center may submit artwork to be displayed in our online Art Gallery, subject to the following guidelines:

### Artwork

1. Original artwork is preferable. High quality prints are acceptable, but must be clearly identified as a print reproduction. Please note if prints are archival.
2. We reserve the right to limit and choose what art will be displayed.
3. All styles and genres accepted in both 2-D and 3-D.
4. All artwork must be for sale with a minimum price of \$20. If you are interested in selling smaller items, such as cards, consider grouping them together, for example a package of 6 or 8 cards for \$20.

### Sales Process

5. All sales will be done through the online gallery. The gallery will retain a 30% commission for all sold work and will collect and remit sales tax.
6. All SOLD work will be listed as available for pickup at the Art Center after the COVID-19 Shutdown is lifted.
7. Artists will be notified of any sale via email and/or phone and are responsible for bringing the SOLD artwork to the Art Center within 1 week of the end of the COVID-19 shut down, unless other arrangements are made.
8. Once the work is picked up, Artists will be paid their 70% in the next billing cycle (within 5 days of the end of the month). This is to protect the Art Center and the Artists to ensure that the customer is happy with the work that they purchased (even though we say all sales are final).
9. During this COVID-19 shutdown, you have the opportunity to help the Art Center by donating 100% of the proceeds of the sale of any piece of art. Please let us know if you are interested. As a thank you, your artwork will be shown in the "Featured" section on the home page.
10. After the shut down is over, providing there is enough space, you may have the opportunity to bring your art into the gallery for both display and for sale.

### Submission Procedure

11. Submit at least two digital photos of your 2-D artwork (front and back) and at least 2-3 photos of each 3-D work (front, back and side)
12. Photos should accurately convey the color and quality of the art. Please note, we may need to crop photos before posting to fit the size requirements of the online gallery.
13. Files must be in jpg format with 300 dpi resolution, and no more than 2 megabytes. Naming of file: Each digital file must be named with artist's last name hyphen and a shortened version of the artwork's title. (eg:) Samantha Smith's work titled "Rowing down the River" might be named Smith-Rowing.jpg
14. All art should emailed to [sr.fine.arts.ctr@gmail.com](mailto:sr.fine.arts.ctr@gmail.com) with "online gallery submission" as the subject line.
15. For each artwork submitted please include the following information in the body of the email.

Artist Name

TITLE

PRICE

YEAR COMPLETED (optional) \_\_\_\_\_

MEDIUM \_\_\_\_\_

SIZE in inches: \_\_\_\_ (w) x \_\_\_\_ (h) If 3D include : x \_\_\_\_ (d)

**If framed or matted, please include outside frame or mat dimensions:**

SIZE in inches: \_\_\_\_ (w) x \_\_\_\_ (h)

DESCRIPTION - Please write as you would like to see it appear on the website, this is your opportunity to "sell" your art. You may include the details listed above such as medium and size as well as the base material used and any unique characteristics and qualities of the piece.

16. Artists must submit an artist bio and/or statement to be included on the "about our artists" page. This only needs to be done once, but it may be updated as necessary. This may also be used on our website for future featured artists.