

Down the Alley Bistro Procedures

Procedures for Artists:

Art will be displayed for a two-month period. Only one painting per member will be accepted in order to allow space for at least 15 members to participate. You will be allowed to bring in additional art work if there is available space.

VAC and its agents hanging and displaying artwork will be held harmless and not liable for any loss, theft, damages or injuries to others resulting from your artwork being displayed.

- 1. Old Art** – Artists are responsible for picking up and signing out picture(s) from Down the Alley Bistro list in the Exhibition Book at the studio.
 - a. Art will be brought back to the studio for pickup on first Thursday of each month between 10:00 am and 11:00 am.
 - b. If artists fail to pick up pictures at appropriate time, art work will be placed on top of the drying racks.
 - c. The list will be filed in the Exhibition Book in the studio.

- 2. New Art** – Schedule for the Bistro change out will be posted at the studio and on line at the VAC website. Artists are responsible for bringing and signing in picture(s) at the studio.
 - a. **New Notification Procedure** – Artist will email and give all info about picture to designated volunteer (see bulletin board/VAC website) to include Title, Medium, Artist Name, Price, Phone No., and email address. Labels can then be typed in advance.

 - b. **Limited Space** – Limited space for hanging at the Bistro requires advance notice to volunteer to allow for better planning in filling wall space. There is room to hang approximately 15 medium size paintings measuring no larger than 20H x 26”L. If too many pictures are requested to be hung in any given month an artist may be placed on the waiting list for the following scheduled hanging.

- 3. Sales** - Artists are responsible for sale of their art work. Contact info is typed on the label. Checks should be made directly to VAC for a total amount which includes price plus 8.25% sales tax. If you do not know the purchaser, be sure to ask for identification and write on the

check the driver's license number and birthdate. VAC will deduct a 10% commission from the sale of artwork. Additionally the CA requires 1% of any sale. If a credit card is used for purchase, then the CA requires 2% for use of their credit card machine.

4. **Removal of Art from Bistro** - The volunteer must be contacted if artist has to remove his painting before the regular rotation date of every two months.

Updated 11/13/09