

Who can exhibit and sell in the (VAC) Visual Arts Center?

Only members of the Rutherford County Visual Artists Guild are eligible to apply to become VAC Artists.

What is my Commission on sales?

The Artist's commission on sales is 70% of the listing price entered on the inventory sheet. This 70% is applicable to both the online store and the VAC.

How do I apply to be a VAC Artist?

1. If you want to be a Guild member regardless if you are a displaying artist, fill out the membership application with the applicable membership fee. This DOES NOT automatically give you the right to sell your art in the VAC or online store. To be a displaying artist and sell your items through the online store or VAC storefront, you must be juried in. Once a member, you can then fill out a request for jury form. All members can request to be juried at not cost.
2. If you want to be juried in as an artist before you join the Guild, submit the request for jury form, a \$10 jury process fee, and 3 to 5 photographs of your recent work. You may e-mail pictures and your application to artjury@artatthevac.com, please put "VAC artist application" in the subject line. If approved, the \$10 will be credited toward your membership fee.

How is my application evaluated?

The Jury Committee will review applications. Sometimes applicants may be asked to bring in samples of their work if details cannot be evaluated from photographs. **DO NOT** bring samples of your work to the gallery unless you are asked to do so. Artists will be notified about the committee's decision.

When do I bring my work to the VAC?

If your work is accepted, you will be contacted for an appointment to bring in your work and sign a contract with the VAC Director. The number of items submitted for sale may be limited depending on size and space. You will be notified at time of acceptance as to number of pieces you may enter.

How does the VAC keep track of my display items?

All items are inventoried into the artist inventory sheet and uploaded to the Square point of sale (POS) system. All items must be entered into inventory before anything can be put on display. When you bring your items into the VAC, you will fill out an inventory sheet. The initial sheet may be downloaded from the website or picked up from the VAC. Please fill it out before your appointment. Do not enter item numbers. These will be assigned at the time of your first appointment.

Note: If you also sell your artwork on a private or third-party website, do not bring items to the Gallery that are offered for sale on the internet. The VAC will not be held accountable for resolving any problems resulting from double sales of items sold in more than one location. If you elect to sell items in the Guild's online store, they cannot be items that you offer for sale on your own online store or other online stores you participate in. We will monitor our in store and online inventory to avoid duplicate sales. For questions about the online store, see the Online Listing Procedures document.

How do I mark and price my items?

Once juried, you will receive the Art Labeling Instructions and Inventory Procedure that will walk you through both processes.

What are my obligations as a VAC Artist?

Artists who exhibit their work in the VAC are asked to volunteer, primarily as a docent, however other opportunities are available such as:

1. Contribution of goods or services needed for VAC such as inventory entry, supplies, etc.
2. Serve on a committee or on Board of Directors.
3. Participate in event or fundraising planning.
4. Volunteer as a Gift Shop Assistant during special events (ie the Holiday Bazaar, Oops Pottery).
5. Donate artwork for sale and/or fundraiser (ie silent auction items, giveaways).
6. Donate artistic skills to help the Guild promote art in the community or extend the service offerings of the Guild such as painting a mural, teaching a class or assisting with summer camps.

If you are unable to volunteer your time in one of these capacities, it is unfair to members that do. We are a volunteer organization and every member is expected to contribute in some way to help the Guild continue to serve the community. We understand that time is a factor and some have more time to give than others, which is why we offer other options such as donation of items or services. Every member must make some contribution or volunteer effort each year.

What if I need to remove items from the VAC?

Any artist can remove items from the VAC on a temporary, seasonal or permanent basis. Please follow the Inventory Procedure document to remove them properly. You will receive this procedure once juried.

What are the guidelines for 2-Dimensional Works?

1. All art must be your original work, clean, and in good condition.
2. Use D-rings to hang framed artwork, with wires neatly wrapped.
3. Gallery wrap-around canvas is accepted only if the edge has subject painting or solid color.
4. Mats must be cut properly. Framed art must be padded and finished on the back.
5. Glass must be clean. Do not use plastic or acetate.
6. Artwork must be signed with your name. Put contact information on back. (Copy of bio may be placed on back of work)
7. Matted artwork must be in a clear sleeve for protection. State if original, print, or giclee. Bio may be included in sleeve.

8. If you are looking to sell prints in the online store, please make sure to submit a high-resolution scan of your artwork prior to framing for hanging in the VAC.

What are the guidelines for 3-Dimensional Works?

1. All artwork must be clean and in good condition.
2. Work must be signed or identified with your name and artist number.