



# Gift Gallery

## Artist Members & Year-round Sales

The Whittier Art Gallery offers Artist Members the opportunity to submit their artwork for sale in the Gift Gallery throughout the year. Artist's membership dues must be current.

Artwork can be submitted on any afternoon that the Gallery is open, except during receptions.

There is no entry fee to submit artwork to the Gift Gallery.

Here are some frequently asked questions:

### Who selects the artwork to be displayed in the Gift Gallery?

The Gift Gallery Committee will select artwork to be displayed based on size, media, groupings, and available space. All artwork must be original, not a copy of another artist's work, or a copy of a professional photo.

Due to limited space, and our large Gallery membership, it is possible that not all artwork submitted will be displayed. If a piece of submitted artwork is not displayed, or if artwork has been displayed for a minimum of one month, and needs to be picked-up by the artist, the artist will be notified by a Gallery representative.

### How do I submit my artwork for display in the Gift Gallery?

Please list each item you submit on a Gift Gallery Inventory Sheet available by asking the Gallery Assistant at the desk. The inventory sheets are kept at the desk in the Gift Gallery Binders.

A Gift Gallery title card should be printed in black for each 2D or 3D piece of artwork,

Please fill-out artwork title, artist's name, media, and price. Prices should be whole dollar amounts.

The date of submission should be printed with a pencil in the rectangle provided on the front.

A small white sticker (available at the desk) should be placed on each small or multiple item, including notecards. No title card is necessary for these items. Each sticker should have the artist's initials, inventory sheet item number, and the price of the item.

All tags, labels, and stickers should be white. Any additional signage provided by an artist should be typed on a white background. No handwritten signage will be displayed. Each piece of artwork chosen for display, needs to remain in the Gift Gallery a minimum of one month unless it is sold. work previously displayed may be resubmitted after three months.

### When will artwork be added to the Gift Gallery displays?

Any Artist Member submitting artwork to the Gift Gallery for the first time, can fill out an inventory sheet and then leave the work with the Gallery Assistant. A member of the Gift Gallery Committee will be notified of the submission.

Artist Members who have displayed their artwork in the past, may change-out work at any time that the Gallery Assistant is available to offer help if needed. We suggest changing out artwork every four to six weeks.

Artwork should comply with size and other guidelines as follows:

Three Dimensional Works:

One artist can submit up to 5 pieces. A small grouping of items (for instance, 3 coffee mugs) would count as one piece. Artists should make arrangements in advance to include a 3D piece larger than 12” square base, 24” high. Ceramic ware does not need a title card.

A 3D Display of Non-Jewelry Items: An Artist Member cannot have more than two displays.

Jewelry: An Artist Member can have up to two jewelry display units. A unit can display pairs of items, groupings of rings, etc., and should not exceed 10” X 18” (earring rack, bracelet, and necklace bars). Three to five sets may be displayed in shadow boxes or on neck forms provided by the artist.

An artist can display 3 – 5 individual jewelry items. All jewelry items should be individually tagged.

The Gift Gallery Committee will select work to be displayed in the Gallery’s locked cases.

Two Dimensional Work (All Media):

All 2D work must be framed, or have finished sides and edges with no exposed hardware.

Each piece of 2D work should not exceed 16”X20” including mat or frame.

Note Cards: Note cards must be in boxes or in clear sleeves (no zip-lock bags). Single note cards will be displayed in the Gallery’s note card rack. Card sets should be displayed in a box appropriate to the size of the cards. Please do not display more than four cards of a duplicate image.

Gift Gallery Portfolio Rack: Artist members may display three matted pieces, placed in individual sleeves. Each piece should not exceed a matted size of 18”X24”. These items will be changed out at the same time as other Gift Gallery items.

How will I know if my artwork is sold?

A commission check will be mailed to you the month following the sale. The sale is recorded on your artist’s Gift Gallery Inventory Sheet. When Artist Members take unsold work from the Gift Gallery, they should indicate each piece that has been removed by dating and initialing their

If you have questions, please call the Gallery at 562. 698.8710

Gallery hours: Wednesday – Sunday, 1:00 – 5:00 pm.

*Lisa Ruiz,*