



2017 Fee structure for the Valley Art Gallery and Airport Show

Annual membership fee for 2017: \$30 plus sign up for a job/task for the gallery

20% Commission on sold items to The Valley Art Gallery

Smaller pieces will now be exhibited only in the Showcase.

Tax rate: Airport-8%, Gallery-7.75%

At the airport

Each individual artist will be the contact person for any anyone interested in purchasing their artwork displayed either in the showcase or on the wall and you have *two* options when making a sale.

Option #1: The artist will go to the airport, have buyer write the check (plus tax 8.25%) made out to Valley Art Gallery, then:

Use the showcase key (located in the lock box) to access the receipt book and log book located in the showcase behind wooden box.

Place the check (or cash) in the pouch and log in the sale to the log book.

Then let Treasurer know you made the sale and the check is in the packet.

Option #2: For checks only, mail to Valley Art Gallery 1108 E Clark Ave. Ste. 170 Santa Maria, CA 93457

Attention: Treasurer

Option #3 If your work is priced-tax included according to one of the options on the PayPal menu (\$50, \$75, \$100, \$125, \$150, \$200, \$250, \$300, \$350, \$400) on the Valley Art Gallery website, the customer can make the complete purchase online.

Unable to meet the customer because of vacation or work schedule? The artist will arrange for a backup member to meet the buyer at the airport and make the sale.

Other notes:

The Gallery will supply the labels for the artwork with the name of the artist, title of art, artist's phone number, the medium, the price, and the phone number. The artist will replace any art sold with another piece equal to or larger than the piece purchased. Please make your own label for the replacement piece and contact label maker.

Each show will run for two months. Although the Airport is considered a secure facility members are reminded that the Gallery is not responsible for loss and damage to any artwork.

Santa Maria Airport Show: Intake the second Monday of odd months.

Wall Intake Fees: one piece (16" x 20" up to 30" x 36") is \$10.00 and the fee for two pieces is \$20

LIMIT ONE: \$25 fee for a larger piece measuring more than 30" x 36" (LIMITED SPACE)

Showcase Intake Fees: limited space

\$10.00 up to 16" x 20" wall art-one piece

Small-medium 3-D ART: Assemblage, tiles, silk scarves \$10 (1-4 items), \$20 (5 - 10 items)

Large 3-D Art: Metal Art, mosaic surf boards, etc. \$25

The Gallery Show: Intake the second Monday of even months.

\$20 one or two pieces up 30" x 36" additional pieces \$10 each

\$25 limited to one larger piece measuring more than 30" x 36"

Shrink wrap bins is \$5.00 with wall art; limited to 20 pieces (Shrink wrap bins only: \$20 limited to 20 pieces)

Greeting Cards no fee; limited to twelve cards w/other art in show (Greeting Cards only: \$10 for twelve)

SALE PROCEDURE:

RECEIPT BOOK:

Ask customer to write their name and contact information, EMAIL at the bottom of receipt

Share with the customer we are creating a customer database, their information will not be shared or sold to a 3rd party, they will also receive our email newsletter.

See new sales ticket slips on desk in black holder.

- White copy to the customer
- Yellow copy in the zippered envelope with accurate cash or check
- Pink copy in the back slot of the black holder.
- Press pen hard so it will go through to the third copy. Thank you!
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If you need to make change for cash there is a small amount of change in the cash box.

Credit card transactions are processed using the iPad square/register app. There is a binder with detailed instructions on how to process credit card sales. PLEASE indicate on sales receipt and in black journal how the transaction is processed (cash, check, credit card)

PLEASE Make sure the artist name is recorded so that artist can be paid for the sale

Most importantly... Log the sale in the black notebook according to instructions enclosed in the notebook. The tax chart is in the black journal

Artist Payment of sale:

The artist will receive a check in the mail for their sales, followed by an email from the Patricia Smith, Treasurer, which itemize(s) the sale(s). Checks are cut once a month.

The gallery receives a 20% commission for all artwork sold at gallery and airport.