

JURY SUBMISSION REQUIREMENTS

VISUAL REQUIREMENTS:

- **Wall Artwork:** 2-3 original pieces, framed or matted as for sale
- **Large Artwork** (*including oversized two dimensional work & sculptures*) No more than 2 original pieces
- **Small Artwork** Up to 5 original pieces
- **Jewelry** Up to 10 original pieces

AND digital images/photos of recent work, including small detail images

Submissions should be in protective packaging and clearly labeled with artist's name.

*****Artwork for the wall – please refer to our Framing Guidelines**

PAPERWORK REQUIREMENTS:

Please fill out and include the **Jury Submission Checklist**

- **Contact information** including address, email and phone
- **Itemized list/description** of pieces
Include dimensions, medium, materials used
- **Provide RETAIL price**
We can offer suggestions for retail prices.
Please remember the Gallery retains 50% commission on sales.
- **Resume**, biographical and technical information
Care or cleaning instructions if necessary
- **Return postage & packaging** if artwork is not being picked up.

SUBMISSION DEADLINES – by the 15th of the month

Work is reviewed in **February, April, June, September and October**

- Jury process takes 2-3 weeks to complete.
- Acceptance/Decline notifications will be mailed or emailed during the first week the month following submission deadline.
- Work can be returned by Friday, the week you are notified.

Although we are committed to presenting the very best selection of contemporary art, we are not able to accept many new artists due to limited display space. Additional possibilities for declining work include:

- Work is too similar to another artist we currently carry.
- Workmanship or style is not consistent with gallery expectations.
- Work is suited for exhibition, but not salable at the Gallery.

Upon Acceptance, you can expect

A Consignment Agreement will be included with your acceptance letter. It is your responsibility to return a signed copy to the gallery.

You will be contacted by our Gallery Manager or a staff member to schedule a time to meet. When we meet we will make selections from your work for our initial collection to display. You will want to bring additional pieces for selection. Your work will be displayed at the gallery for a trial of 6 months before becoming part of our ongoing consignment.

Iowa Artisans Gallery will:

- Provide an attractive environment for browsing and buying art.
- Promote each artist's work enthusiastically and professionally.
- Handle all work with care and respect.
- Provide payment the month following a sale.
- Provide artists with commissions and client referrals.
- In case of theft or breakages, reimburse the artist the contractual amount of the retail price.

We ask the artist to:

Offer high quality, original designs and craftsmanship

- Work delivered in person must be done so by appointment only.
Work mailed to the Gallery must arrive prepaid and will be returned at the artist's expense.
- Maintain consistent production and replenish/rotate existing work.

Maintain local exclusivity to Iowa Artisans Gallery in Iowa City/Coralville area (Exceptions made for notecards)

- You may participate in short term shows at other exhibit venues in the area; we ask that you publicize your affiliation with the Gallery. Gallery promotional cards are available upon request.
- If you are selling at craft shows, please honor consistent pricing with work you have on display at the Gallery.

Iowa Artisans Gallery

207 E Washington Street
Iowa City, IA 52240-4002
319.351.8686

mail@iowa-artisans-gallery.com
www.iowa-artisans-gallery.com

IAG updated 03/2014