



Fee structure for the Valley Art Gallery and Airport Show

Two months shows

Annual membership fee: \$30 plus sign up for the docent calendar 4- 3hr shifts also other a job/task for the gallery are also welcome and available for those who want to be more involved with the gallery.

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

Wall Intake Fees: \$20 for one or two pieces (16" x 20" up to 30" x 36") additional pieces \$15 each
\$25 fee for a larger art piece measuring more than 30" x 36" (LIMITED SPACE)

Showcase Intake Fees: limited space

\$10 each (limit 2 pieces of wall art) up to 16" x 20"
\$10 grouping (1-4 items), \$20 grouping (5 - 10 items) Small-medium
3-D ART: Assemblage, tiles, silk scarves
\$25 Large 3-D Art: Metal Art, mosaic, surfboards, etc.

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

\$20 one or two pieces up 30" x 36" additional pieces \$15 each
\$25 (2month show) or \$60 (6 months) larger piece measuring more than 30" x 36"
Shared Shrink wrap bins is \$10.00 with wall art; limited to 12 pieces
\$25 for your own Shrink wrap bin

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: Meet the customer at the airport, have customer write the check (plus tax 8%) 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.
- Call or email Treasurer regarding the sale and the payment is in the packet.

Option #2: For checks only, mail to Valley Art Gallery P.O. Box 2285 Orcutt, CA 93457 Attention:Treasurer

Unable to meet the customer because of vacation or work schedule? Each artist is responsible to arrange for a backup member to meet the customer at the airport to make the sale.

Other notes:

The Gallery will supply the labels for the artwork with the name of the artist, title of art, price, the medium, artist's phone number. The artist will replace any art sold with another piece equal to but not larger than the piece purchased. Please

make your own label for the replacement piece and send new label information to label maker, Beverly at blmdjohnson@gmail.com

The Valley Art Gallery is not responsible for loss and damage to any artwork at the Santa Maria Airport and the Gallery at 125 W. Clark St., Orcutt.

no fee for Greeting Cards when showing other art in show; limited to twelve cards. Please track your own cards.

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.

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:

Checks are cut one month following an initial sale in order to allow an opportunity for more sales to be added onto the total.

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).

20% Commission on sold items at the Airport and Gallery goes to The Valley Art Gallery

Patricia Smith, Treasurer
(805) 922-0663
patsmi2@hotmail.com

Beverly Johnson, Gallery Director
(805) 878-4586
blmdjohnson@gmail.com

Thank you for your membership

fee structure/sales revised 11/12/17 br