



Fee structure for the Clark Ave. Gallery and Airport Show

Two months shows

We welcome members to be more involved with the gallery. Please contact Beverly or Heidi to find out where you can best fulfill your talents.

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

Wall space rental 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 space rental Fees: limited space

\$10 each (limit two pieces of wall art) up to 16" x 20."

Airport Showcase and Clark Ave Gallery

3-D ART: ASSEMBLAGE, TILES, SILK SCARVES, CERAMICS, ETC.

\$10(1-4 items), \$20 grouping (5 -10 items) Small-medium

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

The Gallery Show: Intake the second Monday of even months

Gallery rental fees:

\$20 one or two pieces up 30" x 36" additional pieces \$15 each

\$20 for one larger art piece measuring more than 30" x 36."

Shared Shrink-wrap bins are \$10 with wall art; limited to 12 pieces

\$25 for an individual Shrink-wrap bin - no limit of shrink-wrap pieces in the individual bin

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

At the airport

Each artist will be the contact person for customers interested in purchasing their artwork displayed either in the showcase or on the wall, there are two options when making a sale.

Option #1: Meet the customer at the airport, have the 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 the 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 transaction and place the payment is in the zipper pocket

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? Please make arrangements with another member as a backup to meet the customer at the airport to make the sale.

Other notes:

The Gallery supplies 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 a 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 the show; limited to twelve cards. Please track your own greeting cards.

SALES PROCEDURE:

RECEIPT BOOK:

Ask the customer to write their name and contact information, Please ask customer for EMAIL to be written in at the bottom of the receipt.

Share with the customer we are creating a customer database; their information and we do not share or sell personal information to a 3rd party, customers will also receive our email monthly eblast and quarterly e-newsletter.

Sales ticket slips on the desk in the 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!

If you need to make change for cash, in the desk there is a small amount of change in the cash box.

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

PLEASE Make sure the artist name is recorded so that artist will receive a payment for the purchase.

Most importantly: Log the transaction in the black binder according to instruction sheet. The tax chart is in the black journal.

Artist Payments:

Checks are cut one month following an initial sale to allow an opportunity for more transactions to be added to 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 purchase (s).

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

Patricia Smith, Treasurer
(805) 922-0663
patmi2@hotmail.com

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

Thank you for your membership