

## A Call for ART: March-June, 2019 Rotation

The Sonoran Arts League is proud to request your submissions for the March-June 2019 rotation of The Gallery at el Pedregal (a four (4) month rotation). The Gallery at el Pedregal is open to Sonoran Arts League members only. 2D and 3D artists may submit up to 5 pieces of artwork and jewelry artists may submit up to 8 pieces of artwork (wall art is limited to a maximum of 32 square feet per artist). **If the artist allows art to be displayed in areas other than the main gallery (el Pedregal conference rooms “Agave” – “Mesquite”), he/she may submit up to 8 pieces.**

**Submission DEADLINE is Tuesday, February 12 at 11:59 p.m.**

*\*\*\*All artists must submit their entries on time unless there is an arrangement with the Center for late submission. No artist will be accepted into the Gallery once the art for that rotation has been hung.*

- **Two Gallery Artist Packages to choose from:** (1) gallery fees with volunteer hours; or (2) gallery fees without volunteer hours.

**Online Submissions:** Your submission must be made online through the Sonoran Arts League website ([www.sonoranartsleague.org](http://www.sonoranartsleague.org)). Click on League event calendar to submit for this rotation. **Prior to submitting, please make sure you have completed the attached “Artwork Description Contract”, all artwork photographs are ready to be uploaded and your artwork “Gallery Title Card” information is complete (step 1 – 2 - 3 below).** If you need assistance submitting your artwork to be juried, please contact the Gallery at el Pedregal at 480-575-6658.

**Prepare for your online submission by following the steps below.**

### Step 1 = Complete the attached “Artwork Description Contract”

The “Artwork Description Contract” is attached to the last page. **Please complete this form in its entirety and be accurate!** (pricing, dimensions, artwork title, etc ). You should use this form to complete your online submission and **keep a copy for your records.** Remember, the details from this form and what you submit online should always match. The system will not allow you to go back and view or make changes. Be prepared up front and always keep copies as a reference.

### Step 2 = Photos of your artwork - quality jpg photos and titled appropriately

the online submittal system requires digital photographs (jpg) to be uploaded. The digital photos of the artwork must meet the following guidelines and must be an accurate representation of the work:

- The filename of each photo should be: the artist name and the title of the artwork
- Photos should be in **jpg format, in order to upload online**
- The file size for each photo should be less than 2MB. This can usually be accomplished most easily by resizing your photo so that the longest side is 6 inches or less

Once you have uploaded your submission photo, the system will ask you to identify your artwork "Title Card" information (step 3 below). Please keep track of what you have submitted. **Once the information is uploaded, you will not be able to return and verify your submission.**

### Step 3 = Completing your Artwork Title Cards for each uploaded photo

Take the information from your "Artwork Description Contract" and enter into the system after each uploaded photo.

- Artwork Title (*please limit the title to 1-5 words*)
- Artist Name
- Medium (*please limit medium to 1-5 words*)
- Dimensions in inches only and please use whole numbers
  1. **Enter the height X width X depth, as either 18 x 24 or 18 x 24 x 2) do not include inches**
  2. **Only provide the final size, do not include framed and unframed sizes**
- Price of your artwork without commas or \$ symbol
  1. **Enter numbers only 1200.00 or 1200 DO NOT USE COMMAS OR DOLLAR SIGN! - THIS WILL CREATE ERRORS IN THE SYSTEM.**

Please remember, once the information has been entered, the system will not allow you to view or make changes. The following information about each digital submission must be complete and entered into the system at the time of upload.

### Update your artist profile page on the League website.

Be sure to update the League website with the following:

- Artist Bio (*one to three paragraphs*)
- Artist Statement (*one to three paragraphs*)
- Photo of you, the artist creating art (*title the photo with your name*)
- Update or verification your Artist Contact Information (*name, address, email, phone, website*)

The Sonoran Arts League will be provide gallery space for the months of March through June, 2019. **Once your artwork is accepted there will be NO substitutions and your work must remain in The Gallery through the end of the rotation or until it sells.** With the sale of your artwork you will be allowed to bring in new artwork as approved by the Gallery Committee as replacement for the original submission.

**Two Gallery Artist Packages to choose from: (1) gallery fees with volunteer hours; (2) gallery fees without volunteer hours.**

**Gallery Package A** (includes volunteering two day per month) Displaying artists will be charged \$65.00 per month (\$260 NON-refundable fee due February 21) – and a 25% fee with the sale of each of your art pieces.

**Gallery Package B** (opting out of monthly volunteer hours) Displaying artists will be charged \$140.00 per month and a 25% fee with the sale of each of your art pieces.

**Note:** Accommodations for other payment options are also available (one pay, two pay or four pay). Please contact the League office to arrange the payment plan options.

**If you select Gallery Package A (with volunteer hours) you will be required to volunteer 2 days per month to work in The Gallery during the exhibit of your art.** The Gallery hours are 11:00 a.m. to 6:00 p.m., every day unless otherwise noted. The schedule will be flexible to accommodate your schedule and that of other exhibiting artists, and may be reduced once staff is able to fully manage The Gallery. Sign-up for the staff calendar will be at the Gallery on the day that art is brought in. Artists may request assigned days by email to the Gallery, (not the office) but emailed requests will not be considered until live sign-up is completed.

If chosen, we will notify you by February 17, 2019. We sincerely appreciate your patience as we continue developing this exciting project. Please note: if current gallery artwork is going to stay in the next rotation, new paperwork is needed without exception (new inventory numbers are issued).

Upon acceptance of your submission, we will direct you to the Artist's Submission Contract and Loan Agreement. This completed paperwork must accompany your artwork on February 25th, during "Artwork Drop Off" from 11:00 a.m. to 2:00 p.m. **Additionally, you will be required to bring in your art in Gallery Ready condition and each piece must have a gallery title card on the back.** (Gallery Ready = D-rings or screw eyes, and wire for paintings, **No Saw-tooth hangers accepted**). No filament fishing line is acceptable, all mounting systems must be strong enough to support the weight of the artwork. **For 2D artwork on canvases, artwork must be gallery wrapped or framed. For wall-mounted sculpture, if you require a system other than a standard picture hanger, the artist must provide the hanging system and must either mount the piece and/or supervise the hanging process.**

***Art must be delivered to the Gallery on the scheduled day. If there is a reason that the art cannot be delivered on that day, please notify Pat Isaacson or Bill Gullwing to obtain permission to make a late delivery.***

**Gallery Managers Interest:** If you wish to become a manager for the next rotation, you must have served at least one previous rotation as an artists in the Gallery. There is a discounted fee associated with being a manager. Please email Pat Bell-Demers at [pat@sonoranartsleague.org](mailto:pat@sonoranartsleague.org) if you are interested in being a Gallery Manager.

If you need help with your submission, the Gallery at el Pedregal will be available to assist you. Please make arrangements with the Gallery in advance by calling 480-575-6658.

- The Gallery at el Pedregal



## Artwork Loan Agreement

For the Gallery at el Pedregal Exhibition and Sale / Sonoran Arts League

**March through June, 2019 Rotation at the Gallery at el Pedregal = PERIOD of LOAN: February 25 – June 17, 2019.**

Delivery and Pickup Artwork at The Gallery at el Pedregal, 34505 N. Scottsdale Rd. #G-8, Scottsdale, AZ 85262

**GENERAL:** Objects on exhibit and for sale at the Gallery at el Pedregal/SONORAN ARTS LEAGUE shall remain in their possession during the time specified on the face of this loan agreement. SONORAN ARTS LEAGUE reserves the right to sell, withdraw or relocate the object(s) at any time. Delivery and return responsibilities and cost will be borne by the Lender. Unless otherwise noted in writing, SONORAN ARTS LEAGUE has the right to photograph or have reproduced the object(s) on loan for publicity, brochure and educational purposes.

**CARE:** The LENDER certifies that the condition of the loan object(s) as stated in this agreement is accurate and that the loan object(s) will withstand the ordinary strains of handling and installation. **The LENDER is responsible for delivery and return of all art works; along with all the appropriate insurance.**

**COPYRIGHT:** SONORAN ARTS LEAGUE cannot guarantee that the LENDER's work(s) will be adequately protected under the copyright law, unless the LENDER has taken the steps to copyright the work.

**WAIVER AND ASSUMPTION OF RISK:** The LENDER specifically waives any liability or claims arising as a result of participating in this SONORAN ARTS LEAGUE exhibition. The liability for any personal injury or damage to, loss of or any other type of damage to the LENDER's work shall be the sole responsibility of the LENDER.

**AGREEMENT:** This agreement is effective between SONORAN ARTS LEAGUE and the participating LENDER.

**PERMISSION TO EXHIBIT:** SONORAN ARTS LEAGUE authorizes permission for LENDER to exhibit for sale the work(s) listed in the Artwork Loan Receipt/Agreement.

**INSTALLATION AND REMOVAL:** LENDER agrees to deliver and to remove the work(s) on the assigned dates.

**PRICING:** LENDER shall set the retail price of his/her work.

**SALES TAX:** SONORAN ARTS LEAGUE will collect and be responsible for sales tax.

**SALES:** All work is available for sale while on exhibit at the price indicated by the LENDER as displayed.

**GALLERY SALES:** Purchaser will make payment to the SONORAN ARTS LEAGUE and may take their purchase at point of sale.

**NOTIFICATION OF SALE:** SONORAN ARTS LEAGUE will notify the LENDER after a sale of a piece of artwork and specify the artist, title of the work and the sales price.

**REPLACEMENT OF SOLD ART:** The LENDER will be responsible for the replacement of sold art.

**COMMISSION ON SALES:**

**GALLERY SALES:** SONORAN ARTS LEAGUE shall receive a commission of twenty-five percent (25%) of the sale price and credit card fees.

**MONTHLY FEES:** The Gallery Monthly Fees are \$65.00 per month (Gallery Package A w/volunteer hours) or Gallery Monthly Fees are \$140 (Gallery Package B w/out volunteer hours). Payment options are available through the League office if needed.

**Payment to the SONORAN ARTS LEAGUE is due by February 21** for the March-June 2019 rotation. Monthly fees are non-refundable. Payment can be made on the League's website in the Member Area 'Online Store' or by check mailed or delivered to the League office. (PO Box 1689, Cave Creek AZ 85327).

**PAYMENT TO ARTIST:** SONORAN ARTS LEAGUE (Gallery Sales) will make payment of the sale price less the commission (25%) of all sold artwork directly to the artist. If work is purchased by credit card, that charge will be deducted from the payment to the artist. Checks will be available for pickup by the 10<sup>th</sup> of the month at the Gallery at el Pedregal, for the previous month's sales.

## Artwork Loan Agreement (page 2 of 2)

**For Gallery Package A (with volunteer hours)** LENDER agrees to volunteer 2 days a month for the length of the rotation (scheduled with the Gallery Business Manager or designee) and abide by the Policies and Procedures as adopted by the Sonoran Arts League Board of Directors for The Gallery at el Pedregal. An artist, at the discretion of the Gallery Business Manager, may pre-purchase volunteer hours (all or some of the hours) for \$10 per hour. Pre-purchase of volunteer hours must be arranged and paid for in advance of the actual rotation. The Gallery Business Manager will ensure there are sufficient artist volunteer hours to provide appropriate staffing levels for The Gallery.

Art will **NOT** be accepted by The Gallery unless the fees for the rotation period have been paid as well as any payment for pre-purchase of volunteer hours.

At the end of a rotation, any artist who has not satisfied the volunteer hour requirement will be charged \$15 per hour for the outstanding obligation. Any fees outstanding at that time will be deducted from any sales due the artist. If the artist has no sales to deduct the fees from then the artist will be invoiced for the balance owed. This balance must be paid in full before any future submission.

If for any reason the Lender breaches this Agreement by removing art prior to the end of the rotation period, an early exit fee of \$200 will be charged. Additionally, the Lender will not be allowed to participate in The Gallery or any associated Gallery events for 12 months. These sanctions will be waived for significant medical reasons at the discretion of the Gallery Manager. An artist can appeal a decision by the Gallery Manager by submitting the appeal in writing to the Executive Director who will then put the appeal before the Board of Directors for a decision.

**RETURN OF LOAN ITEMS:** Specific decisions regarding an extension of the loan will be made by the SONORAN ARTS LEAGUE in advance of the expiration of this agreement. Without a mutually agreed upon extension, the return of the work(s) will be expected on the date indicated on the front of this agreement. Upon expiration of the loan, the 'un-sold' work(s) will be released to the LENDER or duly authorized agent or representative. The SONORAN ARTS LEAGUE expects that the LENDER or LENDER'S representative will pick up the artwork on the date and time and at the location specified by the League's committee for this exhibit. If SONORAN ARTS LEAGUE is unable to contact the LENDER, and no special arrangements have been made for the return of the loan, the work(s) may be placed in storage at the LENDER'S risk and expense. It is the responsibility of the LENDER to keep SONORAN ARTS LEAGUE informed of any change of address or phone number.

**KEY DATES FOR THIS ROTATION: The following are key dates to mark on your calendars:**

Gallery Rotation:	February 25 through June 17, 2019
Artwork Drop-Off Day:	February 25 between the hours of 11:00 am to 2:00 pm
Payment Deadline:	February 21, 2019
Opening Day:	March 1, 2019
Opening Reception	March 16 between the hours of 1:00 pm and 4:00 pm
Artwork Pick-Up Day:	June 17, 2019 between 9:00 am and 11:00 am

**Gallery Days & Hours:** Open Wednesday through Sunday, 11:00 am to 6:00 pm (unless otherwise indicated) Friday 1:00 -8pm.  
**Volunteer Schedule:** Upon acceptance notice into the Gallery – please email [theleaguegallery@sonoranartsleague.org](mailto:theleaguegallery@sonoranartsleague.org) with your availability to work in the Gallery.

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**I HAVE READ AND AGREE TO THE CONDITIONS AS STATED ON THIS ARTWORK LOAN RECEIPT / AGREEMENT**  
Failure to comply with these conditions may result in a Sonoran Arts League Board of Directors review.

**LENDER (or representative)**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

# ARTWORK DESCRIPTION CONTRACT



The Gallery  
at el Pedregal



For the Gallery at el Pedregal; as well as the Boulders Resort and el Pedregal Galleries and Conference Rooms.  
**March through June, 2019 Rotation at the Gallery at el Pedregal = PERIOD of LOAN: February 25 – June 17, 2019**

LENDER/ARTIST: \_\_\_\_\_ PHONE(s): \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_

Check Here if your ARTWORK **can be on exhibit in other galleries** (conference rooms) throughout the Boulders' and el Pedregal (Agave, Mesquite gallery conference rooms, etc.) \_\_\_\_\_ **initial here**

*Please note: if artwork is staying in the next rotation, new paperwork is needed without exception (new inventory numbers issued).*

**CHECK LIST: check each box upon verification and completion**

- I HAVE verified All submitted work is GALLERY READY (must have wire, no saw tooth hangers)
- I HAVE attached to my artwork a " title card" (artist name, title, media, dimensions, phone number and price).

	TITLE of ARTWORK	MEDIUM	FRAMED SIZE	ORIGINAL / GICLE / EDITION #	DISPLAYED (i.e. pedestal, wall, etc)	PRICE	Gallery Location: (staff use only)
1							
2							
3							
4							
5							
6							
7							
8							

**GENERAL:** Objects on loan to the SONORAN ARTS LEAGUE/BOULDERS & eL PEDREGAL shall remain in their possession during the time specified for the exhibit as noted on the **Art Description Contract** for the exhibit. SONORAN ARTS LEAGUE/BOULDERS & eL PEDREGAL reserves the right to withdraw or relocate the loaned object(s) at any time. Delivery and return responsibilities and cost will be borne by the LENDER. Unless otherwise noted in writing, SONORAN ARTS LEAGUE/BOULDERS & eL PEDREGAL has the right to photograph or have reproduced the object(s) on loan for publicity, brochure, and educational purposes. **CARE:** The LENDER certifies that the condition of the loan object(s) as stated in the **Art Description Contract** is accurate and that the loan object(s) will withstand ordinary strains of hanging and installation. The LENDER is responsible for delivery and return of all art works. **WAIVER AND ASSUMPTION OF RISK:** The LENDER specifically waives any liability or claims arising as a result of participating in SONORAN ARTS LEAGUE/BOULDERS & eL PEDREGAL and agrees to carry all appropriate insurance. The liability for any personal injury or damage to, loss of, or any other type of damage to the LENDER's work shall be the sole responsibility of the LENDER.

**ARTIST SIGNATURE:** \_\_\_\_\_ **IN DATE:** \_\_\_\_\_

**I HEREBY CERTIFY THAT THE ABOVE LOANED ITEMS HAVE BEEN RETURNED IN ACCEPTABLE CONDITION**

**SIGNATURE of LENDER (or representative):** \_\_\_\_\_ **OUT DATE:** \_\_\_\_\_  
**LOAN RETURNED by (volunteer name):** \_\_\_\_\_ **OUT DATE:** \_\_\_\_\_