

BULVERDE AREA ARTS CENTER
Gallery Rules
(Revised 1-2014)

MEMBERSHIP OPPORTUNITIES AND ELIGIBILITY

- a. Memberships run January 1 through December 31.
- b. Dues are \$35 per year for each artist as of January 2012.
- c. Exhibiting membership will be granted to artists who have been juried in by the board. At the monthly board meeting the jury will meet to examine all new applications submitted after January 1, 2014. (Exhibiting members in 2013 will be grandfathered in.) Artists wishing to join the BAAC should submit 3-5 images of their original works prior to the upcoming meeting. All members may choose to participate in all volunteer activities, conducting of workshops, gallery exhibitions, and board membership.

FEES AND COMMISSIONS

- a. BAAC will retain a 20% commission on all gallery and gift shop sales.
- b. Workshop and class fees will be determined by the instructor. The instructor will pay a \$5 fee to BAAC for each student for use of the gallery.
- c. Outside judges who jury BAAC events may be gifted an honorarium not to exceed \$100 per judge.
- d. The classroom may be rented to outside groups if the room is available. The cost will be \$50 per day, with an additional \$50 refundable deposit which will be returned upon receipt of any loaned items and if the room is left clean.

WORK SCHEDULE

- a. Members of the BAAC who wish to exhibit their work in the gallery or display it in the gift shop must be committed to work 4 hours each month for the duration of a membership year as a regular volunteer or suffer suspension of exhibit privileges.

- b. Hours of business are Friday from 4:00 to 8:00 PM, Saturday from 4:00 to 8:00PM and Sunday from 11:00 AM to 3:00 PM.
- c. The gallery Volunteer Coordinator will set up the work assignments and keep a record of volunteer hours in a designated book.
- d. If a volunteer is unable to work due to a last minute emergency, it is that person's responsibility to find a replacement.
- e. Failure to show up for work and provide a replacement more than two times in a calendar year will result in loss of gallery display privileges.
- f. If you bring your art to demonstrate, it is to be done in the gallery for the purpose of allowing visitors to watch. Greeting people who enter the gallery and helping people must be the first priority of all working volunteers, not painting or doing your art.
- g. When customers enter the gallery, get up from behind the desk and go over and greet them. Ask them to sign the Guest Register and assist them in any way that seems appropriate.
- h. Read the check list of duties and check them off with your initials as you do them, both at the beginning and the end of your shift.

DISPLAY CRITERIA

- a. The Exhibit Coordinator and exhibit committee are responsible for installation of all artwork. Members may not install their own work without the permission for the Exhibit Coordinator. Volunteers may assist the exhibit committee. The Secretary may send out thank you cards for those buyers who spend over \$25 and are listed on the inventory sheet noted in the Gallery Exhibits Rules.
- b. When you bring in new work, complete all paperwork and place art in the classroom.
- c. If possible art is to stay on display in the gallery until the end of the exhibit.
- d. The board reserves the right to invoke a jury-in-process for new members.
- e. Refer to **Specifications for Gallery Exhibits** under the REQUIREMENTS for additional criteria.

SALES PROCEDURES

- a. All sales slips in receipt book must be completely filled out with customers name, phone number, and mailing address to include zip code.
- b. Calculate 8.25% sales tax on all sales and add everything to get a total.
- c. This slip is filled out even if you do a credit card sale (credit card sales instructions are next to the credit card machine.)
- d. At the bottom of the receipt put your name in the section marked “received by”.
- e. The customer receives the white copy, yellow copy goes with the payment to the treasurer, and pink copy stays in the receipt book.
- f. The yellow copy and payment (cash, check, or credit card receipt) go in the money box.
- g. Be sure and to leave the original \$8.00 cash in the money box.