



The Artisans Gallery on Howe Policy and Procedures Document

June 15, 2026

PURPOSE

This document provides guidance and policy for the management and operation of The Artisans Gallery on Howe under the governance of The Artisans Articles of Association. It is applicable to all current and prospective Gallery Artists. It supersedes The Artisans Gallery on Howe Gallery Artist Exhibition Agreement of January 2025.

Artist Display Policy

It is the goal of the Gallery to provide equity in placement and opportunity for all gallery artisans. Every effort will be made to display artists' work to enhance the overall quality and feel of the work that is displayed.

The artistic integrity team and the Gallery Directors will be working to curate the artwork coming in to enhance the variety of work displayed and taking into consideration the skill level of new local artists displaying at the gallery. Existing work will be reviewed for quality and must not be a store-bought item that is then minimally enhanced by adding on top of that item. This detracts from the quality of the work that is completely handcrafted.

PLEASE NOTE: *If you are a 3D artist whose work hangs on the wall, you will have to abide by the 2D and 3D policies and be subject to the 2D change out schedule. Exceptions may be accommodated only through conversation with the Gallery Directors ahead of time and as room allows.*

All 2D artists will be allowed to display 4 paintings/wall hangings in total. One shall be allowed on the first floor and three upstairs. Artists that have canvases or framed artwork that is 30x30 or larger will be asked to bring smaller pieces for their other three paintings. However, if an artist wishes to bring more than one large piece, they are asked to bring alternatives to the second piece in case we cannot accommodate both large pieces. We would like to create variety in sizes of painting throughout the gallery, so artists are encouraged to provide a variety of work. Maximum size of painting allowed is 30x40. If you want to bring in a larger painting, please reach out to the 2D gallery Director ahead of time so that we can plan ahead as needed. The 2D Director and her gallery team will have full discretion on acceptance of any piece of art.

Bin work: 2D artists are allowed to have no more than 10 matted, backed and packaged items in the bin at any time. There shall be no duplicates. All work must be labeled to show if it is an original piece of work or a copy (i.e. print).

2D + 3D Displaying artists: Artists that have been juried to display both 2D and 3D art shall have limits on the work that they are displaying in the gallery. If a 2D artist is going to display 3D items, they will be limited to three wall hanging pieces. It shall be at the sole discretion of the 3D Gallery Directors and their team to determine how many pieces of an individual artist's 3D work will display at any one time on the first and second floor.

3D Artists: All 3D artists' pieces are displayed at the discretion of the 3D gallery Director. A small inventory (6 limit) of additional pieces may be stored for replacement purposes in the closet upstairs at the gallery. The 3D gallery Director shall be notified of pieces that are left in the closet for display and said Director shall have final say whether something displays or not.

Jewelry: Artists making Jewelry are required to have the primary component of the jewelry item as a handmade craft. Assembly of purchased items will not be accepted into the gallery.

2D Change out: All 2D art will be changed out/refreshed every other month according to the published schedule. At the time of the 2D change-out, artwork that has not been in the Gallery for the entire 2-month time may remain only if the artist notifies the gallery change out committee and Gallery Director prior to the change out date. A description of the piece(s) falling into this category should be described and documented for that team.

3D Change out: The change out schedule shall be determined and at the direction of the Gallery Director and the 3D Committee. Any holiday specific artwork must be removed on the date selected by the 3D Gallery Director.

Exhibits/Special Exhibits: Once any piece of artwork (2D or 3D) is submitted by a Gallery Artist to the Gallery, or to any shows or special exhibits, The Artisans have exclusive rights to the commission on that piece during the time it is on display. Unless sold, no artwork may be removed during a special exhibit without the consent of Gallery Director. Only the customer who has made the purchase may remove pieces from the Gallery that are sold while on special exhibit at the Gallery.

Originality of Work Requirement: All artwork must be original. No copying from any source is allowed. All work must adhere to the guidelines as set forth in the Jury Standards. The Gallery Artist's submission of any item(s) that come(s) into The Gallery that is inferior or substantially different from the work that was juried and approved will be removed from the Gallery showroom and the artist will be either required to rejury for re-entry into the gallery or be asked to step down from the gallery.

Reproduction of Work for Publicity: The Gallery reserves all rights to the reproduction of the artwork for publicity purposes except as noted in writing to the contrary. The Gallery shall not permit the Gallery Artist's work to be used for any other purposes without the written consent of the Artist. The Gallery may arrange to have the artwork photographed to publicize and promote the artwork. Photographic images of the artwork may also be used to promote The Gallery itself.

All Artwork must be for sale: All Artwork in The Gallery and in associated exhibits (ex. Art-on-the-Porch) must be for sale. Proceeds from the sale of artwork, minus the commission shall be made by The Gallery monthly by the 10th of the following month. Notification of payment check availability will be made by email. A statement of accounts for all the Gallery Artist's sales shall be provided to the Gallery Artist on a regular basis.

The Gallery Director reserves the right to determine what items will be displayed in the gallery. There is no guarantee that every Jury approved item will be immediately acceptable for placement in the gallery. Reasons for rejection may be that the item may be too large for the determined by the Gallery Director.

Utmost Care: The utmost care will be given to each piece of work. However, neither The Artisans, any member of The Artisans or SUFA, nor any volunteer working at The Gallery shall be responsible for the loss or damage from any cause including Acts of God, fire, weather, theft, vandalism or circumstances beyond its (their) control.

Work Requirements: Gallery Artists are required to work at The Gallery two (2) 4 hour shifts each month. Each Gallery Artist may be required to work additional time in the calendar year should it be deemed necessary by the Gallery Scheduler. The extra shifts will be allocated in an equitable manner among all Gallery Artists. Gallery Artists can be excused from working their scheduled shift by finding a replacement with another Gallery Member and then updating the master schedule in the Gallery. In case of a temporary emergency, an Emergency Substitute volunteer can be contacted to work the shift. Emergency Substitutes may be available at \$30 per shift to be paid by the Gallery Artist who needs the substitute.

If a Gallery Artist exhibits inappropriate conduct or makes repeated errors while working in the Gallery, the Gallery Director shall notify the President and provide recommendations for follow-on action. The Steering Committee will review the situation and has full discretion to determine appropriate actions including suspension and/or termination of membership with no refund of any fees.

Commitment: Gallery Artists are expected to do their part to make the enterprise successful. It is expected that all new artists will commit to a period of one year's participation. Should a new artist leave the Gallery within the first year, there will be a waiting period of one year before returning to the Gallery. After the first year, any artist leaving the Gallery will be required to wait six months before returning. Subsequent departures from the Gallery will require a waiting period of one year. In special cases, the Gallery Director and/or the Steering Committee may make exceptions to these policies with the approval of the Steering Committee.

Illness or Long-term absence: Under circumstances requiring long term absence, with the approval of the President, a Gallery Artist may be granted Compensatory/Authorized Leave for up to a 3-month grace/recovery period following illness or tragedy without working any shifts and still retain active status. Additional items may be brought into the Gallery during this time to replenish only items that have been sold. After the initial 3-month period, with the approval of the President, replenishing sold items may be brought in, however, the commission will be 40%. After the 6-month period, the Gallery Artist's status will be reviewed by the Steering Committee. Each case will be treated on an individual basis.

Death: In the event of the Gallery Artist's death, the estate of the Gallery Artist shall have the right to terminate the Artist's membership. Within thirty (30) days of the notification of termination, all accounts shall be settled, and all unsold artwork shall be removed from The Gallery.

New Gallery Artists: New members to the gallery must be trained on the operations of the gallery and must have generated their SKU's before being able to be displayed in the gallery. New members will be accepted only on the schedule that coincides with the change out

schedule. This will occur approximately one month prior to any change out date schedule. The Gallery Director may suggest a different display schedule at his/her discretion during non-change-out months.

SKU's: All artwork must be labeled with a SKU barcode consisting of the artist's Personal Code, Category Code, Item Code and Price prior to delivery to The Gallery. SKU instructions will be sent out prior to training and new Artists will be assigned to a SKU coach. The Artist is responsible for filling out the SKU forms correctly and sending the form to galleryonhowe@gmail.com. The Gallery will print the SKUs weekly and have them available in the Gallery. SKUs do not replace specific labeling on a piece that might be required in the jury standards. The price should be handwritten on the SKU so customers can read the price. The Gallery Artist's work will be sold at the retail price noted on the item's label. If there is no label or the label is unclear, the item will be removed from the sales floor until such time the Artist can relabel. If a Gallery Artist wishes to change the price(s) of work, the Artist must replace the SKU by filling out the Duplicate/Revised SKU inventory template and sending it to galleryonhowe@gmail.com. A new SKU will be printed on the weekly print schedule.

Warranty of caution on use of any items: Gallery artists are responsible for accurate labeling of their work especially as it relates to advised uses, cautions, contents and care of the artwork as it may apply to their craft. All known and reasonable cautions must be disclosed.

Shipping of Artwork: The Gallery does not ship any artwork. If a customer is asking for or requesting shipping, the gallery worker may contact the artisan directly to see if arrangements can be made to ship the item. The Gallery Artist is responsible for determining the costs associated with the shipping of artwork and must make arrangements directly with the buyer to get compensated for the shipping cost. The Gallery will not be responsible for these costs.

Abandonment of artwork: Artwork left at The Gallery by departing Artisan Members will be removed from the sales floor immediately and, after a period of two (2) months, will become the property of The Artisans if not removed from The Gallery property.

AGREEMENT COMPLIANCE

By signing the initial Membership Application Form or the annual Membership Renewal Form, the Gallery Artist agrees with the stipulations in this document, and also shall be governed by The Articles of Association and the Jury Standards.

If a conflict arises concerning the exhibition of items to be sold, the Gallery Director will resolve the issue; or as necessary, the issue will be taken to the Steering Committee for final resolution.

The Gallery Director, with the unanimous approval of The Steering Committee, has the authority to suspend the exhibiting privileges of a Gallery Artist for up to three (3) months for noncompliance with the terms of this Agreement. On a case-by-case basis this Agreement may be terminated at any time by the Artisans Steering Committee or the Gallery Artist, by means of written 30-Day Notice of Termination.