



## Centered Earth Gallery @ kc clay guild

200 west 74th street, kcmo 64114

KCCG: 816-363-1373 David Firman 816-547-7947

Thank you for considering KC Clay Guild's Centered Earth Gallery. We are a consignment gallery and exhibition space located in the Waldo shopping/residential district of Kansas City in the heart of the metro area. KC Clay Guild is a vigorous, volunteer run, non-profit clay education center. We have been located in Waldo for 15 of its 28 years of existence. We offer classes and clay events, studio and gallery space. If you have questions about the CEG, please call David Firman 816-547-7947.

### Consignment policies:

- MEMBER artist gallery split= 70/30%
- NON-member artist/gallery split= 60/40%
- minimum time for consignment items= 90 days
- minimum/maximum time for gallery exhibits= 14 days

### Invited Applicants:

- send/provide 5 images of typical artwork
- provide info sheet with title, dimensions, materials, firing and building methods, prices
- provide contact sheet with CV and bio (see below)

### Unsolicited Applicants:

- send/provide **10** images of typical artwork
- provide info sheet with title, dimensions, materials, firing and building methods, prices
- provide contact sheet with CV and bio (see below)

### KCCG will:

- use artists' photos for KCCG CEG publicity purposes
- provide information cards for artists' work
- provide wrapping and bags for sale items
- provide event press in local newspapers and social media
- provide storage for surplus artwork
- provide insurance for work once it is at KCCG
- provide pedestals and wall boxes for display
- provide publicity and dates for opening or closing reception
- cut checks once a month providing you have sales
- Exhibitors: Opening/Closing reception: KCCG Gallery will work with the artist to provide refreshments

### Consignment Artist will:

- fill out CEG application
- provide artwork (minimum 10 pieces, BOXED and bubble wrapped)
- provide inventory sheet with prices (photos if possible)
- provide personal business cards and other publicity
- provide contact sheet with CV and bio
- provide info sheet with title, dimensions, materials, firing and building methods, **price**

### **Exhibit Artist will (solo and group shows):**

Gallery chair can meet with artist to assist in this paper work. Contact and set up a meeting at this email: Gallery@kcclayguild.org

### **Required paper work:**

- all artists will fill out CEG application
- exercise your option to join KCCG upon delivery of CEG application
- work with CEG chair on dates...2-week maximum (from set up to strike)
- Provide a TITLE for the show
- inventory and price list filled out in CEG notebook (available at front desk...provide a code for the artwork (John Doe, cup #1= JD1, John Doe, cup #2= JD2)
- provide info sheet with title of each piece, dimensions of each piece, materials, firing and building methods
- provide contact sheet with CV and bio

### **Publicity:**

- provide personal business cards and other publicity
- artist will also print show cards to distributed. These cards will have KCCG logo, address and contact information on the back. (Digital logo available upon request)

### **Artwork:**

- provide artwork (minimum 25 pieces for solo show, BOXED and bubble wrapped)
- all work must be for sale
- work remains in the gallery until the show is over. All work will be wrapped, and packaged by artist after the show.
- work will be picked up at CEG
- artist can choose to leave unsold pieces in CEG on consignment AFTER their show has closed. Artist will abide by the guidelines of

**Opening or Closing reception:** Centered Earth Gallery will work with the artist to provide refreshments

### **Please note that:**

1. Work must be original, at least 90% clay and made by the artist in the CEG.
2. Artists (70/30%) must be a member in good standing. (Memberships run for 365 days.) Join anytime.

### **For Consigning Members KCCG will:**

1. retain **30%** of your sale price.
2. be in charge of identification labels (your name) and placing your work within the gallery. Please do not move your work. You may bring in your own cards to place near your work.
3. display as much work as possible. Surpluses will be inventoried by the artist, wrapped and placed in YOUR own box on the premises. KCCG will put out more of your work when a piece sells. (Count on 10-12 pieces to display depending on size).
4. cut a check each month when inventory/sales are checked by the Gallery Chair. The OCG chair will contact you to pick up your check from the monitor.

5. All artwork will remain in the gallery until it sells or you remove it. You will be reimbursed for **70%** of the sale price.
6. Provide reasonable advertising and public notice of artwork being sold in 'Off-Center Gallery'.

**The consigning *member* artist will:**

1. receive 70% of the sale price.
2. may remove work at after 3 months provided it is removed from YOUR inventory by YOU.
3. inventory and assign 'letter/number' codes to each item for sale.

**For Consigning NON-members KCCG will:**

1. retain **40%** of your sale price.
2. be in charge of identification labels (your name) and placing your work within the gallery. Please do not move your work. You may bring in your own cards to place near your work.
3. display as much work as possible. Surpluses will be inventoried by the artist, wrapped and placed in YOUR own box on the premises. KCCG will put out more of your work when one piece sells. (Count on 10-12 pieces to display depending on size).
4. cut a check each month when inventory/sales are checked by the Gallery Chair. The OCG chair will contact you to pick up your check from the monitor.
5. All artwork will remain in the gallery until it sells or you remove it (with prior notification). You will be reimbursed for **60%** of the sale price.
6. Provide reasonable advertising and public notice of artwork being sold in 'Off-Center Gallery'.

**The consigning NON-*member* artist will:**

1. receive **60%** of the sale price.
2. may remove work at after 3 months...provided it is removed from YOUR inventory by YOU.
3. inventory and assign 'letter/number' codes to each item for sale.