

## Gallery Use Artist's Agreement

Ruby's is pleased to offer a gallery to exhibiting artists, and relies on all the artists using the gallery to take care of it for its continued use. It is important that everyone using the gallery do their share to keep the gallery clean and safe for other artists and visitors to the studio. To use the exhibition space to display work at Ruby's Clay Studio & Gallery, an artist must follow these guidelines, and return the gallery to "show condition" at the conclusion of their show.

**Show Condition:** This means the gallery is ready and presentable for the next artist to display artwork without having to do repairs, spackle, sand, paint, remove shelves, mop, clean the ceiling or walls, or make other necessary modifications. This includes that the exiting artist has left the gallery cabinets as they found them, and has returned all pedestals to their proper storage areas that are not wanted by the next artist using the gallery.

**Move In / Out Deadlines:** It is the responsibility of the artist taking down their show to do the necessary work in time for the next exhibiting artist to set up. An artist may move into the gallery no sooner than 12:00 PM on the first day of their show. Artists should move out of the gallery no later than 12:00 PM on the last day of their show. Please also be considerate to Ruby's Managers by not removing or returning pedestal bases, making loud noise, or scheduling opening events during manager hours.

**Gallery Inspection:** A Manager or a Gallery Committee Member will inspect the gallery at 12:00 PM of the final day of an artist's show. If the gallery will not be ready for inspection by noon, you must contact the Gallery Committee (rubysgallery@gmail.com) to schedule an inspection later in the day. The artist does not need to be present during the inspection, however they must be available to remedy any identified issues prior to the next day by noon.

The new exhibiting artist should do a walk through of the gallery to identify any work that needs to be done to return the gallery to "show condition" once the previous artist has moved out, and report any deficiencies to a Manager or a Gallery Committee Member prior to setting up their show.

*Failure to adhere with any of these guidelines may result in the loss of some or all of an Artist's security deposit, cancellation of an Artist's show, increased deposits and/or fees in subsequent years for a show, and/or ineligibility to do future shows at Ruby's Clay Studio & Gallery. In addition to the security deposit, Artists are financially responsible for any damage that is not repaired properly by that Artist before the next show. If Gallery Committee Members, professional contractors, or the next Artist using the gallery need to have work done to return the gallery to show condition, the exhibiting Artist who neglected to do the work will be required to pay for the labor and cost of materials.*

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Artist's Signature

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Date

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Artist's Printed Name

## Gallery Use Guidelines

### **Adhesives**

Use only the reusable white adhesive putty of the brand name *UHU tac*, stored in the gallery tool cabinet, to attach signage to gallery walls. No other adhesives of any color or kind may be used on the gallery walls. All signs put up for your show should be removed, and the adhesive completely removed from the walls at the conclusion of your show.

Scotch or clear packing tape may be used to hang signs on the front door window glass. Please be sure to remove the tape adhesive completely when taking down your signs at the end of your show.

Museum wax is only permitted for use on pedestals and the floor, and the residue must only be removed with a non-VOC solvent i.e. orange oil.

### **Emergency Access & Safety**

Access to the EMERGENCY SHUT OFF gas valve inside the gallery cabinet must NOT be blocked.

The two panel doors that provide access to the studio's electrical subpanels in the gallery must remain *easily* accessible.

A 32 inch wide walkway must be maintained through the gallery, as well as access to the stairway leading down from the gallery.

All electrical or other cords across the gallery floor must be properly secured for safety reasons. No cords may be placed across the street entrance to the gallery, the entrance to the hallway by the banister, or the top of the stairs.

The exhibiting artist is responsible for keeping the gallery cabinets neat and organized during their show, which includes all items on the floor, anything leaning against the walls, and all of the shelves. There is no artist storage in the cabinets, and they must be accessible at all times. Temporary storage of empty boxes and packing materials is available underneath the downstairs worktable for the duration of the show.

### **Floors**

Floors should be swept or preferably vacuumed, and mopped with clean water and a clean mop at the conclusion of your show.

### **Gallery Modifications**

Modification of the existing physical structure in the gallery is NOT PERMITTED. Only modifications that use the existing structure and are without negative consequence to the

gallery, the next exhibiting artist, the Ruby's Clay Studio & Gallery membership, or the building owner are allowed.

Any desired modification to the gallery for the show (e.g. painting the walls a different color, adding partitions, etc.) must be pre-approved by the Gallery Committee. Approval of modifications to the gallery is based on the artist's ability, and agreement to return the gallery to its original show condition before the modification.

Modifications to the gallery that will remain after the show for the next exhibiting artist must be submitted for pre-approval to the Gallery Committee at least 2 weeks before the show is scheduled using the *Modifications to Gallery Acceptance Form*.

### **Holes**

It is permitted to insert nails, screws, or drill holes up to ¼ inch in diameter in the gallery walls. You must remove all hardware and brackets you install, spackle, sand, and paint over the hole(s) to return the gallery to show condition at the conclusion of your show. Also, an electronic stud finder is stored in the tool bin downstairs under the community table to aid in locating wood through drywall; the south and west walls are both clad in 5/8 inch plywood.

### **Lighting**

Please DO NOT attempt to adjust or reposition the track lighting if you have not been properly shown how to do so by a Manager or Gallery Committee Member. The light fixtures are expensive, and the lighting controls need to be set to specific limits; if you do not wish to take sole responsibility for repositioning the lamps or setting the light levels for your show, then contact a Gallery Committee Member to schedule a time to assist you.

### **Packing Material**

The Gallery Committee provides wrapping paper and paper shopping bags to the artist to use in the sale of their artwork.

### **Paint**

White paint, paint brushes, spackle, spackle knives, and sandpaper are all supplied by the Gallery Committee; you must only use the paint provided by the Gallery Committee. The walls and ceiling use the same *flat* white paint, which is clearly marked. The baseboards, trim, window sills, cabinets, and the cap on the top edge of the Manager's Desk all use the same white *gloss* paint. Please DO NOT paint the Manager's Desk without explicit permission. The paint is stored in the lower cabinet beneath the tools in gallery.

### **Pedestal Care & Storage**

Pedestals cannot be painted and should be protected from scratching. Do not use screws, nails, brads, tacks, pins or any similar objects to secure items to the pedestals, as they leave holes which can not easily be repaired. Clean all scuff marks off the pedestals you use. Artists will be responsible to repair and/or replace damaged pedestals.

Unless the next exhibiting artist pre-approves pedestals being left in the gallery, pedestal tops and bottoms should be placed in the gallery cabinets. Larger pedestal tops are stored in the glaze area.

### **Shelving**

Wall-length shelves (along with wall brackets and screws) are available for use in the gallery for the wall directly across from the front doors. There are also shelves available for use in front of the window nook. Please ask a Gallery Committee Member or Manager where these are stored.

Shelves added for a show should be removed and returned to their original storage locations in either the gallery cabinets or the glazing area along with the shelf brackets and screws.

### **Supplies**

Exhibiting artists should check the supplies in the gallery cabinets at least a few days before the beginning / end of their show and notify a Ruby's Manager or a Gallery Committee Member if there are insufficient supplies to setup a show, or return the gallery to show condition.

### **Tools**

Some tools (like a hammer, screwdrivers, and cordless drill – stored under the community table downstairs) are available, but the artist should plan on supplying any needed tools for the installation of their work. Any other materials needed to return the gallery to show condition must be supplied by the artist.

### **Water**

Except for small fountains using less than one gallon of water, no water may be used in the gallery without pre-approval from the Gallery Committee. The artist remains responsible for all damage to the gallery, studio, individual art spaces, individual artwork, etc.



