

Gallery Protocol | 2024 *(updated October 2023)*

Carbondale Arts Gallery in The Launchpad, Carbondale, Colorado



Dear Artist,

Below are some of the details you need to know about our requirements for showing in the Carbondale Arts Gallery. If you have any questions, please contact Jamie Abbott, Executive Director of Carbondale Arts, at jamie@carbondalearts.com or Brian Colley, Gallery Manager, at brian@carbondalearts.com or call us at (970) 963-1680.

EXHIBITION SCHEDULE

A separate document with dates/deadlines is available from the Gallery Manager for each scheduled show. Our Gallery Committee, made up of some of Carbondale Arts staff and several community members, reviews proposals for exhibitions each spring. Proposal forms are available each fall and typically due May 1 for an exhibition the following calendar year. See proposal forms which have more specific information about how to apply.

ELIGIBILITY FOR PARTICIPATION

Images that have previously been displayed in the gallery are not eligible to be shown again. Entrants who are under the age of 18 must have the written permission of a parent or legal guardian to participate. As there is no fee to show your artwork, we request that participating artists in ALL exhibitions in our gallery be current members of Carbondale Arts.

SPECIFICATIONS FOR IMAGES

Digital images with a resolution of 300dpi are preferred (images should not look pixelated on a full computer screen). Each image file name submitted should include the artist's name and image title (examples: Monet Haystacks -or- Kahlo Self-Portrait with Monkey). Images submitted should accurately represent the work the artist will exhibit at Carbondale Arts. Works which differ substantially from images submitted may be subject to removal by the Gallery Manager.

SHIPPING & DELIVERY DETAILS

The artist is responsible for the shipment and delivery of their unsold work to and from the Carbondale Arts Gallery, as well as all related expenses. It is the artist's responsibility to pick up work on an agreed-upon date, and to contact Carbondale Arts if there is an emergency or to give permission for someone else to pick up the work.

If shipping, the artist is responsible for providing paid return shipping labels, unless otherwise agreed to in writing. We ask that artists attach 2 labels to each work submitted. The first label should be firmly attached to the back (or bottom) of the artwork, the second label lightly attached to the edge for removal after installation. Each label should include artist's name, title, medium & price.

If you are shipping your artwork, please note that you are responsible for the condition in which your work arrives both at the gallery and back at your studio. We recommend placing the work in a heavy plastic bag before boxing, reinforcing corners, and using a double box (and have insurance). Your art will be returned to you via the same packing & shipping which you used for delivery. If we receive your artwork damaged, we will notify you immediately to arrange for repairs.

Shipping Address:

Carbondale Arts (ATTN: Gallery)
76 South 4th Street, Carbondale, CO 81623

Inquiries: (970) 963-1680

CANCELLATION POLICY

Each artist or curator of an exhibition will be sent an artist agreement with deadlines for their specific show. If an artist or curator is unable to fulfill their agreement, they are required to notify the Gallery Manager immediately.

If Carbondale Arts is forced to close the gallery space for any long-term reason (3 or more consecutive weeks), the Gallery Manager will work with each artist in an effort to exhibit their artwork solely online. If this is not possible, Carbondale Arts is not obligated to postpone the affected exhibitions and the exhibitions will be effectively cancelled.

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SALES

The Carbondale Arts Gallery retains a commission of 30% for all artwork sold during exhibition, except for the annual Valley Visual Art Show and Mountain Fair, which is a 25% commission. Carbondale Arts will collect the appropriate sales tax and other costs of operation. Payment will be made to the artist on all sold work within 30 days after the close of the exhibition.

No work may be removed from the gallery until the close of the exhibition unless permitted by the Gallery Manager, and prices shown on the label may not be changed after the exhibition opens. The artist agrees not to enter into private negotiations for sale of the work during the exhibition, including in person or online. All sales must be made through Carbondale Arts in order to include sales tax and commission fees. We ask that any sales within 10 days after the close of the exhibition be made through Carbondale Arts, again including sales tax and commission fees. Carbondale Arts will not negotiate any discounts without the artist's consent.

MARKETING

The Carbondale Arts Gallery is committed to selling the work shown in the gallery. Artists, especially those living in the Roaring Fork Valley, are expected to attend the reception on opening night. Please help promote the show and your work by inviting your patrons to the opening night. Carbondale Arts will promote all gallery-related events through social media, local calendars and the Carbondale Arts website, as well as a mailed postcard.

DISPLAY

All two-dimensional work should be securely mounted and ready to hang with eye hooks or appropriate wiring. If the piece is not ready for display, the gallery reserves the right to add necessary hardware for hanging or installation, if possible and time permitting. Carbondale Arts also reserves the right to install the work in the manner best suited for the overall exhibit and/or best locations for security purposes, to not display all artwork due to space limitations, or to remove a work from display for any reason. If your art requires a pedestal or other special installation, please tell us in advance. For more elaborate installation exhibitions, we ask that artists assist in restoring the gallery to its previous condition if needed (ie: help repaint walls if made a different color, remove added structures, etc).

LIABILITY & INSURANCE

Carbondale Arts will maintain insurance for fire / theft / vandalism of artwork while in the gallery's possession. Carbondale Arts will make every reasonable effort to protect artwork from accidental damage or breakage; however, insurance liability for accidental damage or breakage is not provided by the Carbondale Arts. Unless the artwork is insured by the artist at the artist's expense (recommended), the artist agrees to rely solely on the Carbondale Arts insurance policy for recovery of any damage or loss, of any kind, to your artwork while in our possession. Any insurance claim and payment will be based on the sale price minus the gallery's commission (see information under SALES) and will be dependent on a written appraisal by a certified appraiser and/or other written documentation required by, and acceptable to the insurer.

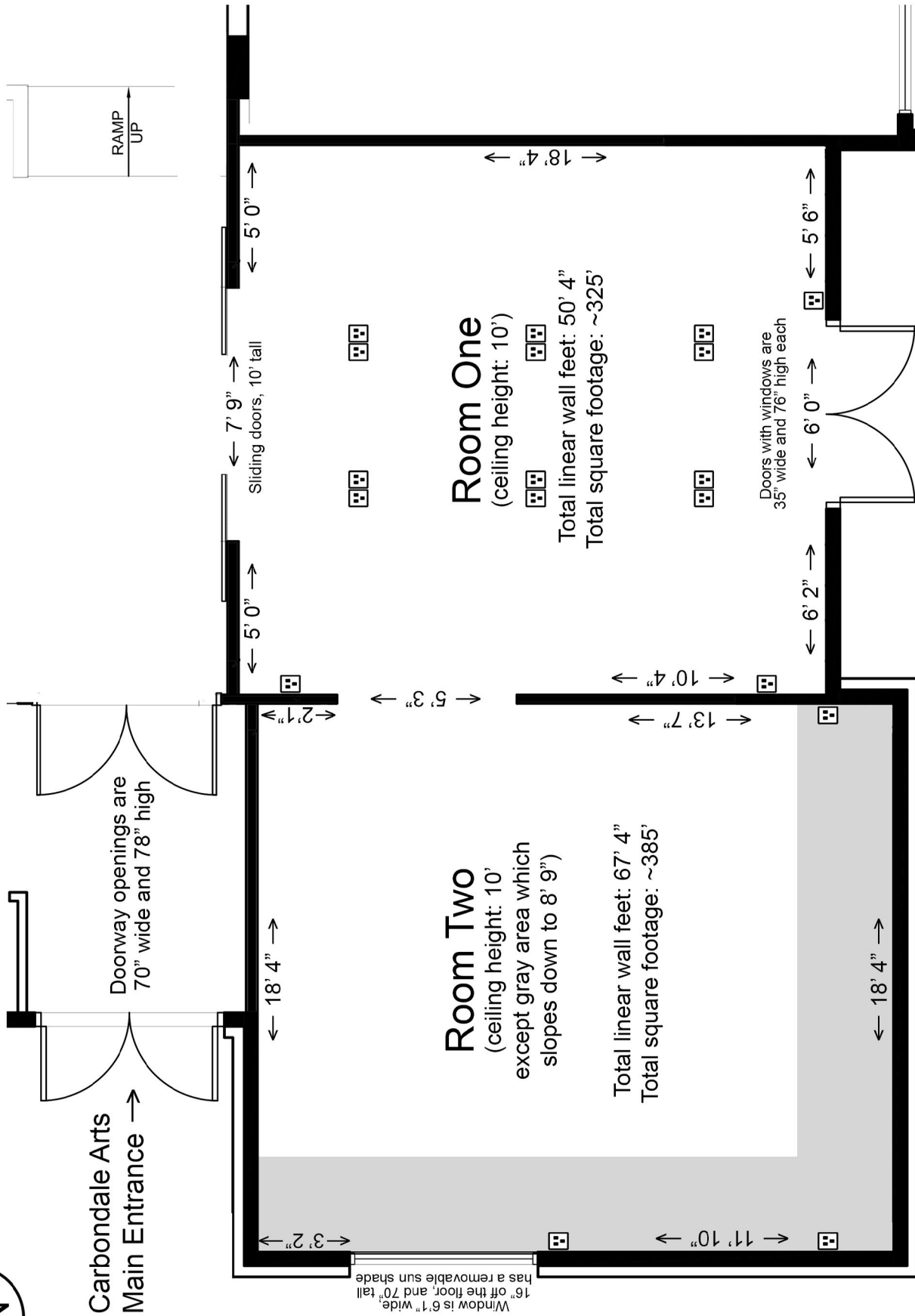
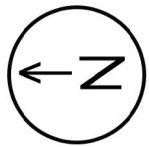
Carbondale Arts does not have adequate space for safe art storage before or after exhibitions. If work becomes damaged as a result of failure to pick up on the above mentioned date, no fault will be placed on Carbondale Arts or its employees. Except to the extent any loss or damage to the artwork is insured by Carbondale Arts, the artist or otherwise, the artist releases, indemnifies and holds Carbondale Arts, its members, employees, agents, officers, directors and contractors harmless from any claims, actions, liabilities, damages (including but not limited to consequential damages) losses, expenses, costs or fees (including attorney fees) relating to or arising out of the damage to or destruction of the artwork from any cause.

COPYRIGHT

Carbondale Arts reserves the right to reproduce the artists' work in any way deemed appropriate for advertising and educational purposes and will not reproduce your work for commercial purposes (e.g. monetary gains) unless given explicit written consent. All work shown must be original, unsold work, and the artist must own the sole copyright to art. While Carbondale Arts understands Artificial Intelligence (AI) has a place in the art world, we do ask that our exhibiting artists refrain from using it explicitly in their work (unless for the expressed purpose of exploring AI as a tool).

Carbondale Arts Gallery Floor Plan

(Inside The Launchpad: 76 South 4th Street, Carbondale, CO 81623)



This wall is the only one in the gallery with all plywood backing (all others have wood studs). There is a brick wall just behind the plywood, which is exposed at the bottom 16" by the floor.

Measurements are approximate
updated July 2022