

Receiving Procedures

Receiving—also known as the day you bring your art into the gallery: The first Monday of every month in Estero and the second Monday of each month in Naples, 10:00 a.m. to Noon only. ** Be sure to read the monthly Receiving Day email sent out about a week in advance for any seasonal changes/updates to the day or time. Prepare your art identification labels and your inventory sheet at home. **Art identification labels must be computer printed on cardstock. Paper labels and hand-written labels will not be accepted.**

Forms are available on our website. www.cocoartgallery.com Please read our Gallery Prospectus, also available on our website. You will find answers to many of your questions. ***New artists will be assisted at a Newcomer's Receiving table. Current membership card, or verification of payment of membership in one of the Art Council's 21 member organizations, is required at your first Receiving.***

A new inventory sheet is required each month. Please make a separate inventory sheet if you are bringing in any cards for the rack. With your inventory sheet in hand, proceed through the Receiving process . Be sure to stop at each table, 1-4, "in order" for check off.

Table 1: Art Check

2-D ART: Art Hung on the Walls, including Small Works Area

****Original Art Only****

- Please use ONLY Braided Wire, Stainless Steel Wire, or Vinyl Coated Wire. Picture hook wire should not be seen after art is hung.
- All sharp ends of wire should be wrapped with masking tape, blue tape, etc.
- All art must have artist's name and art title written on back of the art or on the wooden stretcher bars. This is important if your art identification label accidentally becomes separated from your artwork.
- SCREW EYES- must be appropriately attached considering reasonable weight limits.

No screw eyes allowed on any art with glass.

- Swivel Hangers (also called D-Ring Hangers) are preferred.
- No sawtooth picture hangers allowed.

- Art needs to be appropriately and securely mounted ,not taped, to the frame. Presentation, even on the back, is important.
- All canvas sides must be **neatly and evenly** painted (if work is not framed). No raw or unpainted canvas edges will be accepted.
- **ARTWORK SIZES: (Including Frame) 0 – 1299 sq inches counts as “ONE”. 1300 – 2099 sq inches counts as “TWO”. 2100 – 3399 sq inches counts as “THREE”. 3400 – 4699 sq inches counts as “FOUR”. Larger works that do not fall into the above categories.... add 1299 to the top end of Category 4 & that work would count as FIVE. Note: Diptych counts as 2 entries. Triptych counts as 3 entries. Be sure to write the size of each painting in “inches” on your Inventory Sheet & only bring in the number of art pieces allowed each month.**

3-D Art: Includes pottery/sculptures, glasswork, baskets, wood working, fiber art, etc.

- Due to space limitations: Any work with a base size larger than 12” x 12” (144 square inches), or that occupies more than 24” x 24” (576 square inches) of display space will be counted as 2 (two) pieces. Any work with a base larger than 3 square ft (432 sq in) or wider/longer than 48 inches will count as 3 (three) pieces.
- No more than 40% of the piece may be composed of commercially produced items, unless significant alterations or artistic elements are incorporated in the finished design, as determined by the jury committee.

Jewelry

- Your jewelry forms must be clean and professional looking to enhance the presentation of your jewelry. White, off-white, or black forms only.
- No more than 40% of the piece may be composed of commercially produced items, unless significant alterations or artistic elements are incorporated in the finished design, as determined by the jury committee.

Small Works

- Computer Type (or neatly write) SW on the lower right hand corner of your art label.
- The number of Small Works allowed varies from month to month
- All SW must be original art: no Reproductions, no Giclée’s, no photography allowed
- All “SW” to be hung must be 11” x 14” maximum including painting & mat , NOT including frame & be wired for display on the grid.
- Every effort will be made to hang all framed & wired SW Art in the SW section.

Bin Artwork

- Matted and unframed pieces for the bin can be up to 16" x 20". Originals, Giclees and Prints are allowed in the BINS
- No framed art or art on canvas should be placed in the bins.

Reproductions

Reproductions are copies of original art in all mediums, including photography. (All Giclees are reproductions, but not all reproductions are Giclees.)

- Reproductions are displayed in bins around the Gallery. Reproductions are usually matted and displayed in a protective plastic jacket. Reproductions should be no larger than 16" x 20" before matting.
- Photographic reproductions are also displayed on larger gallery-wrapped canvas as well as framed for hanging. See 2 – D size guidelines.

A gentle reminder: In addition to the above guidelines, all submissions will be juried into the gallery-No Exceptions. Decisions of the jury are final. After your art has been approved at Table 1, place your artwork in the allocated space. You do not carry your artwork as you proceed through

Tables 2-5. Help is provided every step of the way.

Table 2: Pay Monthly Dues

- You may pay in advance for upcoming months & it is strongly encouraged that all Artists pay at least 2 months in advance (many of us pay 6 months in advance) so that you can leave your work at the Gallery for the two months allowed before you are required to refresh it. Newcomers, show art association membership.
 - Check ONLY payable to ACSWF! No cash or credit cards are accepted.
 - If you are a new member, you must present ***Current membership cards, or verification of payment or membership in one of the Art Council's 21 member organizations.***
 - If you are a new member, this is where you will hand in your signed waiver and completed W-9 form to the Treasurer.
- Table 3: Calendar**
- Show your dues receipt from Table 2.
 - Select a date to staff the gallery if you are new & haven't already done so on our user - friendly website! You are required to volunteer one day per month.
 - If paying two or more months in advance, (strongly suggested) select gallery staffing dates for each month.

Table 4: Present Computer Printed Art Identification Labels

- It is strongly suggested that all Artists pay at least 2 months in advance,(many pay several months in advance) as that is the max time you can hang your art without having to refresh it. While you are allowed to

pay month by month, please know that “may” cause confusion for our Hanging Team, as they remove art from the wall based on the month code listed.

- If you paid for your art to hang for one month and decide to pay for a second month at the next Receiving , before proceeding through the tables, take your art identification label off the wall before you stop at Table 4 . This will expedite the coding process.
- A Gallery volunteer will mark your labels with correct monthly codes, after verifying months paid on your Inventory Sheet . Artists are not allowed to code their own labels.
- All art must have art identification label with artist’s name, title, medium, member number, price, and monthly code.
- Important: Mark the Y/N on the label to indicate your desire to have your work in the front window, if space allows.

Table 5: Work Area Provided

- On your inventory sheet, notice the capital letters A, B, C, etc. As you list your incoming art, indicate this letter on your art identification label next to your artist ID number. This process makes it easier to identify your art when being sold.
- Attach your art labels to the back of your 2-D work and place as directed. These art identification labels will be transferred to the wall. 3-D Artists, place your work with labels on tables provided.

Upon Completion

Place sheet in inventory box provided at Table # 1 after you have completed the process and your sheet was initialed for completion at Tables 1-4.

Congratulations! Welcome to the COCO Art Gallery. You made it through Receiving. The process will get easier every time. Preparation is everything. Your gallery team wishes you every success!!

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