



## Cubicle Displays and Card Racks GUIDELINES

### **CUBICLE SPACE and CARD RACK AVAILABILITY**

Free cubicle space and card rack space is available on a monthly basis to all Paradise Art Center member artists who wish to display and/or sell their work separate from gallery exhibits, or who wish to sell original, hand-made cards. Cubicles and card racks are free from the first through the last day of the month. Artists are asked to sign up for only one month at a time. Sign up sheet is posted on the bulletin board next to the gallery door.

**CUBICLE DISPLAYS** • Displays are the artist's choice and are expected to be presented in a professional manner. One black display easel is provided for each space; additional easels and other props must be provided by the artist. Museum putty must be used for cubicle walls (no holes, please!). It is the artist's responsibility to install and maintain displays and to remove displays on the last day of the month. Paradise Art Center will not be responsible for any works left beyond the assigned dates if they must be removed by the incoming rental artist. Paradise Art Center does not have storage facilities.

**CARD RACK DISPLAYS** • Cards may be displayed individually or in packets and are expected to be presented and maintained in a professional manner. Artists must use card racks provided by Paradise Art Center.

**IDENTIFICATION AND PRICES** • *All works must be identified with the artist's name and prices.* Artists are responsible for their own price tags and identification information and are free to display additional bio and contact information.

**ART and CARD SALES** • Artists set their prices; the Paradise Art Center will handle the sales. *The artist's name and selling price must be included on all art work and cards displayed in the cubicles.* A check will be sent to the artist after the sale has cleared and the art received by the buyer. A commission donation of 25% will be taken by the Paradise Art Center. This commission goes toward upkeep and ongoing maintenance of the art center.

**FOR MORE INFORMATION call Barbara Ramsay ~ 872-2953**

### **WAIVER**

Installation of displays in Art Center cubicles constitutes agreement with the terms and conditions of the Paradise Art Center stipulated here and elsewhere. Artists agree that they are responsible to hold any insurance for personal art work; and that Paradise Art Center will not be responsible for any of art work that may be lost, stolen or damaged.