



# Community Arts Center

401 W. Main Street    Danville, Kentucky 40422    859-236-4054

## **Regulations** **F-Stop Gallery**

### General specifications

- Works will be displayed for a period of thirty days after which time (if unsold) they will be removed and the artist will be contacted to pick up their work.
- When work is sold through the F-Stop Gallery, the buyer is entitled to remove the work immediately.
- In general, Community Arts Center personnel will display or hang all artwork.
- After displays are arranged, no removal or additions may be made without prior consent of the Community Arts Center.
- All work must be ready to display or hang. The Community Arts Center reserves the right to refuse any works that may require excessive preparation to display.
- The Community Arts Center reserves the right to refuse the hanging of any work of art it deems inappropriate.
- An artist may have no more than three works on display in the F-Stop Gallery at one time.

### Inventory

- The artist or contributor must provide an itemized inventory list of items with descriptions or titles and retail prices for each.
- All inventory lists of artwork or items must be dated and signed by the artist or contributor and by a member of Community Arts Center staff. Any additions or removals must also be dated and signed.
- Community Arts Center will post prices, titles, and artist's name on all displayed works.

### Sales

- Community Arts Center will handle all sales, including state sales tax collection and remittance, and will keep sales records for all items.
- Community Arts Center will retain 30% commission on sales and will reimburse the artist or contributor 70% of the amount of the sale, excluding tax, within 30 days.

### Promotion

- Community Arts Center will provide on-site and/or public advertisement of the exhibit, display, or merchandise.
- Community Arts Center reserves the right to photograph and promote works on display. These promotions may include email and web display.

