

TOGA FAQ

The Old Gallery Artists

Operational Guidelines and Information

Gallery Phone Number: 303-747-2906

Hours of Operation:

Summer & Fall
Memorial Day through Mid-October
Open Daily: 9:30 a.m. to 4:30 p.m.

Winter & Spring
Mid-October until Memorial Day
Open Weekends (Sat. & Sun): 10:00 a.m. to 4:00 p.m.
Closed Christmas through January

CO-OP Membership	Consist of eight (8) dedicated volunteers that have committed to an annual set of regular responsibilities (Jobs). Co-Op's commit to a 2-year term and are welcomed to extend their service in 1-year increments, when replacements are not available and the current Co-Op is able to extend said service. Please visit Membership page for any Co-Op opportunities.
Conflict of Interest	Under no circumstance, should artists take liberty in asking favors of TOG's paid staff. Artists equally contribute through commissions the ability for desk attendants – asking for personal favors, put's the employees in an odd situation and influences a bias among artists. Contact your Steering Committee Chair with any questions.

<p>Display Accessories / Items</p>	<p>The Old Gallery provides each artist with the basic display (i.e., Jewelry Case, Wall Space, Shelf). The Artist is responsible for any unique needs such as necklace / ring holders, business card holder, brochure holder, print racks, card racks and any accents or decorations.</p>
<p>Display Allocation</p>	<ul style="list-style-type: none"> ✓ 3-D Art; each artist will be allocated approximately 7 linear feet of shelving ✓ Jeweler’s; each artist will be allocated one locking jewelry case ✓ Wall Art; each artist will be allocated 10 linear feet of wall space ✓ Display space for Artists that wish to display two types of Art (example, Jewelry and Wall Art) will be proportioned accordingly to insure continued fairness to all Artists. ✓ Artists should not unilaterally decide to occupy ANY space in the Gallery beyond their allocated display space.
<p>Display Fixtures</p>	<p>Individual Artist displays (requiring floor space) need to be mobile and within the allocated space for each artist. Floor displays cannot obstruct the desk attendant’s ability to visually monitor the Gallery. Wall mounted displays should be discussed with a member of the Steering Committee prior to implementation.</p>
<p>Display Hardware</p>	<p>The “Gallery” entity of The Old Gallery is in essence renting space from The Old Gallery and therefore will exercise respectful consciousness to eliminate or minimize any/all damage to walls and floors, while minimizing annual fill/paint and patch activities. Therefore, “Wall” artist will use gallery tracks (hanging wires) when available. Where a gallery hanging track, system is not available; the artist will use “Nails” (tested to hold 50 lb.’s) specified below. Use of <u>NO 16 penny Nails or Intrusive screws are not allowed</u>. Artist are expected to follow the art industry standard of affixing wire hangers to their art to comply with this need. Below is The Old Gallery approved hanging hardware.</p> <ul style="list-style-type: none"> ✓ Labels on the Mobile (Fabric Walls) will be hung with Velcro Brand / Self adhesive hook diameters. (located under the desk) ✓ Labels on wood and painted walls will be affixed with Scotch – Clear Mounting Removable Squares. (located under the desk) ✓ Wall art (where the Gallery Track System is not available) will use Picture Nail and hooks (leaving a small pin hole in the wall) tested for up to 50 lbs. (located under the desk).
<p>Display Hardware / Supplies</p>	<p>The Old Gallery provides hanging cables, approved nails, art hangers, velcro adhesive and Putty for adhering labels to walls. The Old Gallery has tools (hammer, pliers etc.) for the Artists use.</p>

Display Rotation	Existing Artists, who renew their membership each year, will be reassigned a new display area. This is intended to offer a fresh look each new membership cycle.
Display, Business Cards	Artist are encouraged to display their business cards.
Donations	Artists wishing to donate monetarily (beyond their contractual agreement) are asked to choose where their contribution is going. Please indicate if you wish your donation to go towards TOG (community efforts) or TOGA (art advancement) in the memo field of your check.
Donations "ART"	Artists are required to donate a piece of art (minimum \$50 retail value) to the annual TOG Fundraiser. Items will be auctioned off during the annual "GALA" event in July to support ongoing operational expenses.
Inventory Aesthetics	Although our desk attendants and volunteers attempt to provide individual attention to individual displays; each member is expected to maintain their display, both in aesthetic appeal and inventory. Between dust and fingerprints – your items will need the occasional TLC. Please help. Wipe (dust) off your inventory routinely throughout the year.
Inventory Replenishment	<p>Dependent on how many "Item Numbers" the Artist will need – will determine the time when Artists can deliver and check-in their artwork. Note, one item number can be assigned to a <u>product type</u> (i.e., cards, coaster, matted prints) "PROVIDING" all pieces within the product type share the same retail value (aka "Batch" items).</p> <ul style="list-style-type: none"> ~ 12 or less item numbers can be scheduled 72-hours in advance, for delivery and check-in during normal business hours. ~ More than 12 items numbers must be scheduled for before or after normal business hours; before 9:30 a.m. or after 4:30 p.m.
Labeling "For Sale"	Our data base does not support a quantity discount or a limited time reduced price scenario. We further feel it's imperative that artist know the worth of their art (considering cost of goods, commission, time, originality and overall value). We encourage all artist to know their market and price accordingly. The Old Gallery does not allow artist to label their work with sale signs, or cross out prices and write a lower one, as this causes a question of quality in the art industry. Artist will be allowed to permanently reduce or increase the cost of their art one time through-out the year if felt necessary.
Labeling Requirement	Templates will be available on The Old Gallery Website for artist to use (visit the Document Library link under the membership tab). Though

	<p>these templates are not required – artist will ensure the following information is on each piece Art.</p> <ul style="list-style-type: none"> ✓ Artist Name ✓ The Old Gallery Part Number * ✓ Description or Title of Art ✓ Price * <p>Note: Small items (i.e., Jewelry), may be labeled with only part number and Price (*)</p>
On-Line Sales	The Old Gallery is not set up to support on-line sales.
Packaging	The Old Gallery stocks bubble wrap, small jewelry boxes, small (5" x 7") bags and Mat board (used as a stiffener). Artists are encouraged to discuss any custom / required packaging with The Old Gallery to determine if storage space is available to support any special needs.
Shipping	The Old Gallery is not set up to support shipping.
Volunteering	<p>ALL members are required to volunteer (unless the steering committee has acknowledged a health consideration; negating this need).</p> <p>Annual volunteer hours will be met through infrequent email request over the course of the membership, which may include monitoring an event, helping paint, demonstrating your creativity / art process and more.</p>