

GENERAL INFORMATION FOR NEW MEMBERS

The Depot Art Gallery is operated by the Littleton Fine Arts Guild in cooperation with the City of Littleton, which owns the building. We have been fortunate to have a facility in which to exhibit our work on a regular basis. Our function as members goes far beyond displaying and marketing our work. It is rather the exchange between fellow artists, the experience of exhibiting, program, workshops, critiques, etc., which enables us to grow as artists. We invite all members to be active participants.

MEETINGS - Both a board and general meeting are held on the third Saturday of the month at the First Presbyterian Church on the corner of Littleton Boulevard and Windermere St. (1609 W. Littleton Blvd.). The Board meeting starts at 9:00 AM and the general meeting at 9:30 AM. Members are strongly encouraged to attend these meetings to keep abreast of and have a voice in the business we are collectively running. Committee meetings are held at the direction of committee chair.

EXHIBITS - The Depot changes exhibits approximately 10 times a year. Currently, all but three shows (*New Member Show*, *Art For \$100 or Less*, and *Holiday Express*) are juried. One show, *All Colorado*, is open to guild members and anyone in the state of Colorado. Entries for this show are made through CAFE and the entry fee is higher.

Dates for the changing of shows will appear on the monthly calendar, a copy of which you will receive regularly by email from the Communications Chair. New shows are usually hung on Mondays. Removal of art from the prior show, and/or delivery of new art, may be made after 3 PM on Sunday or on Monday before 11 AM. Non-juried 3-D work must be delivered by 9:00 AM on the Tuesday following the hanging of the show so that The Depot may be staged. You will be notified of the exact dates and times through email communications. The Depot is closed Monday and Tuesday, but Active members may come in at any time using the key they have been issued. **If you come in when the Depot is closed, you must call Security (the # is on the desk) and let them know you are in the building to prevent a call from Security to a member who will then have to make a trip to The Depot to see what is going on.**

As an Active, Juried member, you are strongly encouraged to enter all shows.

Procedure for entering juried shows is as follows:

- 1) Place \$6.00 (cash or check in an envelope, with your name and number of paintings or 3-D pieces entered written on it.** The show chair will announce the number of pieces each member may enter. This fee must be paid for juried shows, even if you do not enter work for jurying but have anything in the show such as bin work or jewelry. Cards are the only exception and, if that is the only thing you have in the show, you do not have to pay the fee. There is no fee for non-juried shows. The show fee pays for the juror and the reception.
- 2) Two labels (provided by The Depot) which include your name, title of work, price and media are attached to the framed work: one on the back and (loosely) one on the front.** The one on the front is a guide to the placement of the printed identifying tag and will be removed once the printed tag is on the wall.
- 3) You must also provide an inventory sheet listing the works. The form can be found on the Guild's Website (<http://depotartgallery.org>) or some will be available at check in.**
(The complete hanging requirements are contained in our Standing Rules, of which you will be given a copy.) You will be called after noon on the day of the hanging if any of your submitted work was NOT accepted by the juror. Please pick up unaccepted work as soon as possible since we have limited storage space. Three dimensional work not accepted into the show may not be left as bin work.

Artwork may not be hung again in the Depot sooner than **six months after its last exhibit**. We are always in need of people to help hang the shows. If you are interested in helping, contact the person serving as Show Chairman or sign up on the form kept on the desk at The Depot.

BIN WORK - Bin work may be, submitted at any time by Active Members. It should be protected by shrink wrap or neatly wrapped in acetate, securely taped and identified with your name, title of work, medium and price. There is a time limit (**2 show cycles**) for bin work to remain in the Depot. An inventory sheet must be placed in the Inventory Book- **your name, description of bin piece, date of delivery and price should be indicated**. Bin work is not juried. Make sure your bin pieces are properly numbered and identified.

STAFFING – All Active Members are expected to staff the Depot once a month at their scheduled time. You may select your work days and sign up ahead of time on the calendar hanging by the Depot desk. Schedules are sent via email before the beginning of each month. If you do not sign up for a day, one will be assigned to you. Depot hours are 10 AM to 5 PM, Wednesday through Sunday. Most members bring a sack lunch and a small microwave oven is available. You will receive a reminder phone call the day before you are scheduled to work. In the event of an emergency, or if you are unable to staff once the schedule has been sent out, **it is your responsibility to find a substitute**. Most members are willing to trade working days, and a few members will work for \$25.00 a day. When a trade has been made, **remember to call and have the calendar at the Depot changed so the correct person will receive a reminder call**.

Notice must be given to the Scheduling Chairman 30 days in advance if you intend to leave the Depot. While staffing, be sure to ask the person sitting with you to explain any procedures you may not understand. Sales procedures are in the 3-ring binder on the desk. This binder has a section for Daily Sheets used to record all-sales, as well as The Daily Log to record-the number of visitors, and any events of interest for that day.

To gain access to the building, you will open the door with your key and immediately punch your code (last 4 digits of your SS#) in on the key pad. If you are calling security outside of regular hours, this # is your password. When leaving the building and locking up, the door must be completely closed. Again, enter your code on the key pad and you will have about 90 seconds to exit and lock the door. Please do not give this number or the key to anyone outside of our membership. If you resign from The Depot, your key must be returned to the membership chairman in order to receive your \$25.00 key deposit back. **Please notify the membership chairman of any change of address, phone number, e-mail address, or membership status**.

Keys to the caboose, storage shed and bathroom (just outside the back door) are kept in the upper left drawer of the desk.

There is a \$25 deposit on keys, refundable once the key is returned, if you leave the Depot.

DUES - The Fine Arts Guild requires Juried Members to stay current in the payment of annual dues. These dues are payable in January of each year. At present, Juried Members pay \$45.00 per year. If dues are not paid on time, membership is in jeopardy. Members joining The Guild after June 30 pay half this amount for the remainder of the year.

(Rev. 02-15)