



# Rio Rancho Art Association Venue Rules: 2024

**Venues** are any location where RRAA has a rotational show of art. **Events** are special one time show location. **If you have a question concerning an event or venue, contact the person in charge. Do NOT contact the establishment.**

## Signing Up:

- You must be a member in good standing, with a signed release of liability on file.
- There is a \$10 fee for each venue hanging regardless of the amount of work you bring in.
- A member may sign up for any show at a member meeting, via email, or calling the venue coordinator. If you decide to rehang your art, please check with the venue chair to see if there is room to rehang. There will be a rehang fee of \$10. You may rehang work once consecutively.
- You will receive art ID cards at the venue or at meetings. **Only use RRAA venue cards.**
- All information concerning a given venue must take place between the artist and the venue coordinator. Do not contact others expecting them to deliver your message.
- Do not hang up or take down any work --- not even your own. **Only the hanging crew hangs and takes down work.**
- **No show:** There is a \$10 fee for not showing up to hang after you have signed up for a venue. After 3 “no shows”, you will not be permitted to hang at any venues for 3 months.
- The venue coordinator will not be held responsible for your work if you do not pick it up. **Any work taken home by another artist and not picked up for three months will be considered abandoned after three notifications (email or phone). The art then becomes property of RRAA to dispose of as they see fit. You will be charged a \$15 fee for not picking up work. This fee is payable to the artist who took care of your work. Exception: In case of an emergency, there will be no charge.**

## What Art Is Accepted:

- RRAA is a fine arts group and only shows fine art.
- The venue coordinators and venue owners have the last say in what art can and cannot be displayed.
- No image should violate any copyright laws.
- No nudes or controversial themes (such as: political issues).
- Size limit is set by coordinator; weight is not to exceed 16 pounds
- No art with inappropriate or missing proper hanging wires, frames, etc., will be accepted
- Venue coordinators and the venue owners reserve the right to refuse art deemed inappropriate.

## Delivering and Picking Up Your Art:

- We ask that you pay, sign in and drop off your art and **PROMPTLY LEAVE** the venue. Many of our venues ask for socialization to take place outside the venue. We also ask artists to remember to use indoor voices and act professionally at the venues.
- The days for the venue put-up and take-down are listed on the sign-up sheet and in the newsletter. You (or someone) must deliver your art at the day, time and location specified. There is only a **30 minute** window to save your art space.
- Bring only the work into the venue that you recorded on the sign-up sheet.
- The venue coordinator will organize the hanging crew. **Only the hanging crew will hang/take down art.**

- Any member bring art to a venue who has not previously signed up will be allowed to hang at the discretion of the venue coordinator.
- The venue coordinator will not be held responsible for your work. Any work taken home by another artist and not picked up for three months will be considered abandoned after three notifications (email or phone). The art then becomes property of RRAA to dispose of as they see fit.

#### **If You Sell:**

- Venue owners and venue coordinators may or may not handle the sales. Prospective buyers will be told to call you.
- You are responsible for all transaction fees charged by the venue for sale of your art.
- **Taxes:** All members of RRAA will be responsible for paying their sales tax. RRAA is in no way liable for any sales tax due by any member by the sale of their work.
- **Lovelace:** You handle the sale and it is taken at the time of the sale. You pay the sales tax. There is no additional fee to Lovelace. You take in a painting to replace the one sold.
- **O'Hare's:** You handle the sale at the **end of the hanging**. You pay the sales tax. There is no additional fee to O'Hare's.
- **Albuquerque Little Theater:** The customer takes the painting to the box office. They notify you of the sale, so you can replace a painting for the one sold. You pay the sales tax. They take a 15% fee. You will need to go down and pick up the check.
- **Milly's:** The customer takes the painting to the front. They will contact you to replace the one sold. They pay the sales tax. There is a 15% fee. You will need to pick up the cash.

#### **Prepare Your Art:**

- Hanging art **MUST** be secure in the frame with a **wire hanger installed according to gallery hanging rules**. All 2D art needs to be wired for hanging with the highest point on the wire about 3 inches from the top of the frame. Please refer to the newsletter for the guidelines on hanging art.
- For small works: Many times you can't use the 3" from the top for wiring your work. The work should not slant out from the wall. Use your good sense in attaching wire for small work.
- No alligator hooks! No twine or jute used instead of wire.
- All art must be clean, and in the best condition possible, including the frame.
- All art should have your name on it somewhere (permanent if possible).
- All art needs a filled out RRAA card attached (bottom, right corner). Cards are available at the venue and at the member meetings. **Attach the card before coming to the venue.**
- There are no hanging supplies available at the venue, and your work may be refused if not wired or secure. All work displayed must be for sale or marked NFS (not for sale).

**All art not fulfilling these requirements will be refused.**

Any artist who chooses not to follow our hanging rules after being made aware of the violation may be barred from hanging for three months.

**If an artist causes us to be barred from a venue or event, that artist will not hang at any events or venues for 3 months. He/She will pick up work already at the events at the designated time and leave. If there is a repeat offense, membership will be forfeited.**

**When you use our name, your actions reflect upon all of us.**

**Coordinators guidelines:**

- Take photos of each hanging for reference
- Keep the sign-up sheets and have them available at the meetings
- At hangings, have tape, cards, inventory sheets, and receipt books
- Select the hanging crew and those to “man” the table (check in work and handle the money/receipts)
- Mail money and receipts to the treasurer within 7 days of the hanging
- Contact the Venue Chair if there is an issue
- Before changing a hanging date and/or time:
  1. Check with the owner of the venue to see if that is agreeable
  2. Contact the Venue Chair of the proposed change. The Venue Chair will notify the Board of any changes in date and time
  3. No changes can be made before the newsletter is published and announced at the general meeting
  4. Exception: Changes may be made at the owner’s request. In this case, the coordinator calls all participants and Venue Chair notifies the Board of the changes



# Membership Form

Please Print Clearly (\$35 fee)

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

Email Address \_\_\_\_\_

Media \_\_\_\_\_

We use this information to keep you in touch with other members. Example: If you hang your art and forget to pick it up, we can call you, so it is not lost. It is not distributed to outside agencies.

**Initial one of the following:**

\_\_\_\_\_ I agree to share this information with members of RRAA.

\_\_\_\_\_ Please do not share this information.

**Please check any areas for which you might be interested in.**

\_\_\_\_\_ **Venues and Exhibitions:** Includes on location hanging & taking down art, receiving, notification, & record keeping

\_\_\_\_\_ **Special Events/Projects/Outreach:** Includes Art/Craft Shows, working with kids, giving talks, working with other organizations

\_\_\_\_\_ **Hospitality:** Includes arranging receptions, the annual party, monthly meeting socials, greeting guests and members

\_\_\_\_\_ **Volunteer and Membership:** Includes record keeping, communication mailings, & helping match Volunteers to committees, etc.

\_\_\_\_\_ **Communications:** Includes designing & distributing literature, writing articles, helping with the newsletter, & internet

\_\_\_\_\_ **I would be comfortable in a leadership role.**

Any special skills you would like to share? \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Rio Rancho Art Association**  
**Release of Liability**

I, \_\_\_\_\_, the undersigned member of the Rio Rancho Art Association (RRAA), understand and agree that in the event a piece of art is damaged or stolen from any venue or special event in which RRAA is exhibiting, neither RRAA nor any representative thereof nor the venue or its representatives where the exhibit is being held will be held liable for any loss resulting from such damage or theft.

I understand and agree that in the event a piece of art is damaged or lost during the transport to or from an exhibit, neither RRAA, nor any representative thereof, will be held liable for any loss resulting from such damage or loss.

I further understand that I participate in RRAA exhibits at my own risk and by signing this Release of Liability, I hereby assume same.

Signature of Member: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Member: \_\_\_\_\_