



**RENTAL  
SALES  
GALLERY**

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## **New Artist Submission Instructions February 2025**

Every two years, the Rental Sales Gallery recruits a new group of Gallery Member Artists. This is done through a process of either invitations or an open call for artists.

### **Application Procedures**

If you are an Oregon or Washington State artist and wish to apply to join the Rental Sales Gallery, please follow the following instructions.

All new artist submissions are made via [OnlineJuriedShows.com](http://OnlineJuriedShows.com). The shows are managed through this platform. Applications made via other means may be considered only at the discretion of Gallery management.

On submitting, look for the Rental Sales Gallery logo on the website and click it. This will take you to the submissions page for the show. Follow the instructions provided on the page to complete your submission.

The Gallery logo is:



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## **Image Submission Guidelines**

- Each artist may submit up to ten images (one per artwork)
- Images should be high quality and submitted in digital format through [OnlineJuriedShows.com](http://OnlineJuriedShows.com)
- Artists must only submit images of available work for the Gallery jury's consideration
- The Rental Sales Gallery reserves the right to disqualify entries if actual artwork differs markedly from images originally submitted
- For the best image quality the judges can review, you will want your images sized to the approximate resolution of at least 800 pixels, and no greater than 1920 pixels on the LONGEST side @ 72ppi. Your image MUST be at least 800 pixels on the longest side. Be sure to include image title, size, medium and price as indicated.
- You will also be instructed to submit some general information about yourself, your background, education and your résumé via the website.
- All submission information is provided on the submission page

## **Artwork Standards of Acceptance**

### **Specifications**

All 2D artwork must be durably framed and wired for hanging, with no sharp edges or protruding knobs, points, screws, etc. Works should be no larger than 6' x 7', for transportation purposes. It is suggested that flat D-Ring picture hangers be used on the sides. Prints and watercolors should be covered by glass or plexiglass. However, we will not accept pieces with glass larger than 32" on both sides, unless with the specific agreement of the Gallery Manager.

When using metal frames with glass, please use protective tape at the corners of the glass to prevent corner cracking. For fragile surfaces without glass, frames should project at least 1/4" beyond the face of the artwork so pieces can be stored without damage. It is suggested that artworks not be of unreasonable weight for average installation situations. Wraparound canvases are acceptable with the artist's consent and understanding of our storage limitations.

Artists submitting diptychs and triptychs may not submit a piece with an overall width greater than 9 feet. When submitting these, only one title and price should be listed for the whole group. Artists that wish to sell one section of a diptych or triptych separately must indicate this on his/her artist agreement. Titles and prices for single sections will

only be referred to on the artist agreement, not on title cards. Gallery staff will refer to the artist agreement when responding to client inquiries.

The Gallery also accepts 3D artwork, including, but not limited to pieces made from ceramics, wood, glass, metal and stone. When submitting works, please ensure to include all three sizes (height, width, depth) in the information you provide. With larger pieces made from heavier materials such as metal or stone, or fragile materials such as ceramics or glass, please ensure to indicate this when submitting wherever possible.

## **Labelling**

Label the back of each piece with your name and the work's title, medium, and dimensions including its frame (height x width). The Gallery places identifying labels on the right lower corner of the back of artworks; please do not label work in that area. Masonite and wood panels can be heavy and difficult to label, so please keep works light or refrain from using them.

## **Returns**

Accepted artwork that has not sold or rented in over six months will be evaluated for return to you. Once notified to retrieve, artwork must be picked up within 90 days after notification, unless other arrangements are made. Gallery insurance does not cover this work 90 days after notification has been sent, and we will retain the right to remove or use the artwork to make room for other works.

## **Eligibility**

For consideration of inclusion on the Gallery's artist roster, artists must be either from or resident in either Oregon or Washington State. Artists can join the Gallery through either invitation or the jurying process.

## **Jurying**

Gallery staff determines which artists shall be invited to submit work to the Gallery and which works shall be accepted. The Gallery expects new or recent work to be submitted, but artists may submit works previously entered but not accepted within reason. Please do not re-submit works that have previously been in the Gallery's inventory. All jury results are final.

Jurying is only carried out for the Spring and Fall Shows. Artworks provided as replacements for sold works can be selected by the artist, in consultation with members of Gallery staff. Works that have been previously rejected from jury shows can be submitted as replacement pieces.

## **Delivery**

The artist may bring work to the Gallery after receipt of an invitation, or to replace a sold piece within one year of its sale. The work should be delivered on days specified on the invitation or during regular business hours (Tuesday – Saturday, 11am-5pm), or at other times as designated. No artwork will be accepted on Sundays or Mondays unless absolutely necessary. Transportation of artwork to and from the Gallery is the responsibility of the artist unless special arrangements are made.

If an artist removes an artwork for any reason, it may be returned to the Gallery only one time. If the artist removes artwork a second time, it may not be returned. The Gallery reserves the right to keep works for at least six months before any return request. A rental contract may not be interrupted for any reason.

## **Gallery Policies & Procedures**

### **Sales Contract**

A Rental Sales Gallery renter who has a current rental contract has the first right to purchase a work over any other prospective purchasers. Payment in full is preferred but the Gallery also sells artwork on monthly payment purchase contracts.

50% of previous rental payments will apply to the purchaser's down payment, which will be dedicated from the Gallery's portion of the commission (that is, the artist will receive a full 50% of the purchase price of a piece, unless a shared discount has been agreed). All clients have the option of paying in this manner.

### **Insurance**

The Rental Sales Gallery insures all accepted artwork, from the time it enters the Gallery until 90 days after return notification to the artist. For this reason, the Gallery requires prompt attention to letters regarding the retrieval of artwork. Rental clients are responsible for art in their care and should consider insurance for the value. Any repairs or losses must be made good by the client, with the guidance of the Gallery or artist.

## **Rentals**

Rental fees are based on a sliding scale according to the purchase prices established by Gallery artists. Generally, fees increase by \$4-6 for every \$100 of value, with a minimum fee of \$46 for pieces valued at \$299 and less. Artists receive 50% of rental fees. For pieces valued at \$4,000 and more, fees increase more rapidly. Artists will be provided a copy of the Gallery's pricing chart as part of their induction information upon becoming a Member Artist.

The Rental Sales Gallery reserves the right to change the rental fees or update the pricing structure at any time. Artists will be informed of any changes and, on request, a new pricing structure will be provided to them.

## **Sales**

Each Gallery artist determines the purchase prices upon which rental fees are based. If an artwork is sold, the artist receives 50% of the purchase price. Upon purchase of a rented work, 50% of all rental fees that have been paid for that work are deducted from the purchase price. This rental credit is deducted from the Gallery's commission, meaning that the artist will receive the full 50% of all sales.

If an artist decides to change an artwork's purchase price for any reason, the Gallery must be notified in writing with as much notice as possible. Prices will be changed as soon as possible, but the price of pieces that are currently on rental cannot be changed until they are returned to the Gallery.

## **Gallery/Artist Relationship**

The Rental Sales Gallery takes pride in developing and maintaining long-term relationships with its Member Artists. Once an artist has been selected as a Member Artist, it is presumed that this will be a long-term relationship.

Both the artist and the Rental Sales Gallery have the right to end their working relationship. The Gallery reserves the right to end the relationship at any time for any reason, providing the artist with 90 days notice to remove their artworks. Other potential reasons for both sides ending the relationship can include (but are not limited to):

- Artist retirement
- Artist moves out of the area
- Artist chooses to take an exclusive relationship with another gallery
- A decision is made that the Gallery is no longer the best fit for an artist's work