

## San Antonio Art League + Museum Small Works Shop

### Policies for the Small Works Shop

**Artwork for the small works shop must be original hand-made items.**

Ceramics must be hand-built or made with artist-created molds.

Jewelry must include primarily handmade elements

Cards, matted original works, original photographs must be your own work

SAALM Small Works Shop should feature artisan quality items not readily available in retail stores. QUALITY not QUANTITY is key.

**To exhibit in the Small Works shop, you need to contact Nancy Gerfers to let her know what your medium is and to discuss size (no bigger than 9x12 is best). Small pieces that are not free standing need to be wired for hanging----sawtooth is not optimal for walls and hanging system.**

**Simple framing is essential. There is a bin available at this time for matted prints which should be in plastic sleeves for a professional look and to keep the work in good condition. If meant for the bin, size can be larger (e.g., 11x14).**

**The gallery takes 40% commission and the artist will receive quarterly checks. All forms for consigning and record keeping are on the website.**

### **YOU MUST BE CURRENT ON YOUR MEMBERSHIP TO DISPLAY WORK**

**Work is replaced quarterly on the first Wednesday of the month, i.e., January, April, July, and October**

You will need to sign the contract with us at SAALM

You will need to bring in the inventory form (online) of the work you intend to submit. If there is already a form at the gift shop, you may continue to use the lines on the inventory sheet until filled.

Each item must have a sticky label or tag with your initials and a number to correspond with your inventory sheet.

**Work will only be accepted by Nancy. You should not move or place items without their knowledge.**

**Docents have been asked to notify artists when a piece is sold. Nancy will inform you as to whether replacement is needed. We do have an extra drawer where a piece can be left to save you a trip down to the Art League.**

**We do our best to ensure the safety of all objects brought in. Because we are an all-volunteer organization, some items may go missing. Unfortunately, SAALM cannot reimburse artists for missing items. Please know we will do our best to keep them secure, but artists must understand the risk of occasional loss or theft.**

**Nancy Gerfers, 210-383-4335, [ngerfers@flash.net](mailto:ngerfers@flash.net)**