

## ~ Exhibiting Artist Information ~

### Exhibition Rules:

We maintain regular exhibits at places of business in Lakewood and neighboring communities. Artists are assigned to a showplace on a rotating basis by the Exhibit Chairman. Your name will be printed in the monthly newsletter to inform you of your assignment.

Each exhibit is coordinated by a show chairman who determines the date and time of each show installation and removal. The show chairman will call you 1 - 2 weeks prior to delivery to confirm the date and time of delivery.

It is your responsibility to deliver and pick up your work at the assigned time. This is often on a week day, so be sure any work schedules you might have will not conflict with this program. *You are encouraged to call other members if you need assistance with delivery or pick up.*

**Failure to show up at your assigned time creates a hardship on everyone and may result in suspension from exhibiting status for up to six (6) months.**

### Identification of artwork:

Only Mountainside Art Guild tags should be placed on the front of the artwork, listing your name, title, medium, price + tax. Tags may be obtained at any MAG meeting, or by calling the Exhibition Chairman. Your own identification must be included on the back of each work.

### Sales:

#### Guild-Sponsored Shows:

Paintings sold at Guild-sponsored shows must include sales tax. A 10% commission is paid to MAG. It is your responsibility to use the Sale Reporting Form provided by the Treasurer and available on this website to send in the total price, including sales tax and commission.

Legally, MAG is acting as your "agent" and is responsible for reporting all sales tax from our Guild-sponsored sales. After deducting sales tax and commission, the Treasurer will pay the artist for the sale. All sales taxes will be paid by the Guild to the applicable governing agencies.

#### Non-Guild Sales:

The same procedure should be followed if you wish to have Mountainside Art Guild report and pay sales tax for any non-guild sales that you make. This covers non-guild shows, as well as independent sales you make from your home or other location, provided MAG holds a sales tax license for the city in which the sale took place. A \$2.00 handling fee will be charged for this service.

You are responsible for reporting and paying sales tax on all of your artwork sales. You would need to obtain an individual sales tax license and report your sales in each community where you make a sale. As a member of MAG, you can take advantage of our sales tax licenses and reporting/payment mechanism, and you don't need to purchase an individual tax license.

### Exhibiting Artist's Responsibilities

1. Please check your monthly newsletter for your assignments. If you can't fulfill this assignment, please call the show chairman or an exhibit chairman to find a replacement. If an exhibiting artist chooses to no longer exhibit, they must notify one of the exhibit chairmen board members.
2. You should have at least 6 paintings ready to show with screw eyes, wire, nice looking frames and clean glass (if necessary). Your name, address, telephone number, and title of the piece should be on the back of each painting. A MAG identification card, filled out appropriately with your name, phone number, title of artwork, price and sales tax should be on the front of each piece.
3. Please be on time for your assignment, both for delivery and pick up. This helps our show chairmen who have the added responsibilities of hanging the show.
4. Please deliver 3 paintings, 16" x 20" or larger. This is for your own protection since small paintings can be removed easily.
5. Remember that your assignment is for 3 months, and paintings may not be removed early.
6. When you sell a painting, you will be called to pick up your check (made out to Mountainside Art Guild). Please take a replacement painting for the one sold. We don't like to leave empty spaces and nails showing.
7. Please send your check to our Treasurer who will take out the sales tax and the 10% commission for MAG. The balance, or sale price, will be sent back to you. Usually this takes only a few days. Of course, there are exceptions: e.g. Wheat Ridge Methodist Church, where you are responsible for giving the 10% commission to the church. MAG does not collect a commission in this instance. You must still send the check to MAG for the sales price plus sales tax amount in order to have the sales tax taken out.
8. A Sale Reporting Form is required to be completed for each sale and sent to the Treasurer, along with your check. The forms can be picked up at our monthly meetings and also are available on this website. You also may call the Treasurer to send you a form.
9. Please do not ask the show chairmen to deliver or pick up your paintings. The chairmen have enough responsibilities. Call another artist on the list to help you out, or call the exhibit chairmen to find a substitute.