



DISPLAY RULES 2015 – Art Gallery at Houmas House

The Art Gallery at Houmas House is an on-going exhibit of fine art, folk art, photography, jewelry, pottery, crafts, and literary art, all created by members of the River Region Art Association. The gallery is located in the Houmas House Plantation Gift Shop at 40136 Hwy. 932 (River Road) in Darrow, LA and is open daily from 10 am – 5 pm.

Eligibility Requirements

The following are eligibility requirements for an artist to display and sell art at the gallery.

- ✓ Must be a member of RRAA and have paid membership dues for the current year.
- ✓ Must have paid RRAA hanging fee of \$20.00 every six months. Fees are collected Jan. 1 & July 1.
- ✓ Must serve as a docent at the gallery a minimum of one day or two half days a month.

Display Rules

- ✓ Artists serving as docent for one day a month may display the following:
 - **Hanging Art – Limit 3 pieces.** Must be securely framed with wire on the back ready for hanging, no saw tooth hangers allowed. Gallery wrapped canvases accepted. Outside frame maximum size is 28" X 28".
 - **Three Dimensional Art – Limit 3 pieces.** This applies to artwork that will not hang on walls.
 - **Cards and Prints – Limit 10 pieces of each.** One price tag equals 1 piece. A box or set of items with one price tag equals 1 piece. Must be gallery wrapped, in sleeves, or boxed.
 - **Jewelry – Limit 10 pieces.** One price tag equals 1 piece. A jewelry set with one price tag equals 1 piece.
- ✓ Artists serving as docent for two days a month may double the above listed limits. However, no artist may display more than double the above limits, even if he/she docents more than two days.
- ✓ Art must have completed gallery display cards securely attached and visible to viewer.
- ✓ Art not sold in 3 months must be replaced with new or different art.
- ✓ Gallery coordinator makes all decisions on acceptance and placement of art.

Docent Rules

- ✓ Docent gallery hours are 10 am - 5 pm. Hours for ½ day are 10 am - 1:30 pm or 1:30 pm - 5:00 pm.
- ✓ If unable to work on assigned day, docent is responsible for finding a replacement.
- ✓ Docent may bring additional items to set up a display on his/her assigned day, but these items must be removed at the end of the day.
- ✓ Docents are welcome and encouraged to create art while at the gallery.

Sales

Art sales at the gallery will be processed through RRAA. A 20% donation of the sales price will go to RRAA, a non-profit organization. Artists will receive payments on art sales on a monthly basis.

For more information, contact Art Gallery at Houmas House 225-473-9330.

LETTER OF AGREEMENT 2015 - Art Gallery at Houmas House

By and between:

River Region Art Association, 1008 W. Hwy. 30, Gonzales, LA 70737; and,

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell: _____ Email: _____

This Letter of Agreement for services described below between the undersigned purchaser of the services (herein called "RRAA") and the undersigned artist (referred herein as "Artist") as parties to the Agreement, hereby agree as follows:

Regarding:	Display of Art at River Region Art Gallery
Place of Services:	Art Gallery at Houmas House Plantation Gift Shop 40136 Hwy. 932 (River Road), Darrow, LA
Engagement Date and Time(s):	As scheduled, January 1, 2013 – December 31, 2013
Description of Engagement:	Once all eligibility requirements are met, artist can display and sell art at the Art Gallery at Houmas House.

In payment of services under this Agreement, the RRAA shall pay the artist 80% of all sales of art. Payment will be made on a monthly basis within 10 days of the end of each month up on receipt of Form W-9.

Artist understands and agrees that work associated with this Agreement is of a short-term, contract nature. No promises or guarantees, expressed or implied, have been made to the artist regarding the provision of contract services beyond the performance date(s). Artist understands and agrees that he/she is not an employee of the RRAA. Artist shall be responsible for payment of his/her own expenses and benefits, including all taxes, licenses, benefits, etc.

Liability & Agreement By signing below, the artist agrees to release, defend and hold harmless River Region Art Association and Houmas House Plantation, and all their officials and owners from and against any and all losses, costs, damages, liability, or expenses (including any attorney's fees) arising out of or resulting from any accident, bodily injury, property loss of the occurrences to any person or persons in service of this Agreement or any part thereof. Artist acknowledges receipt of the Art Gallery at Houmas House Display Rules and agrees to follow the rules. Artist understands that failure to follow the rules will result in forfeiture of eligibility to display and sell art at the Art Gallery at Houmas House.

Print Name of Artist

Social Security Number of Artist

Signature of Artist

Date

Keep a copy for your records and return this completed signed agreement before the services are to begin. No payment will be made without this signed agreement.