



# Rio Rancho Art Association Venue Rules

## Types of Art Venues:

**Venues:** Any location where RRAA has a rotational show of art

**Exhibitions:** Locations where RRAA has a one time show of art

## Signing Up:

- **You must be a member in good standing, with a signed release of liability on file.**
- You can sign up for any show at every meeting, or you can call the show's coordinator and do so over the phone. Shows and coordinators are listed on the [www.rraausa.com](http://www.rraausa.com) website. There is a minimum of \$5 per person venue fee payable at sign-up. You will receive art ID cards and a venue info sheet at that time. They will also be available at the venue. If the venue coordinator asks you to rehang there is only the single fee regardless of number of pieces. You do not pay a second \$5.
- Please call prior to venue set up day if you cannot make it. It gives fellow artists a chance to fill the empty space. The third time you sign up and do not call you will be banned from all venues for three months.
- If you have not signed up prior to the hanging date, you may wait till all pre-signed participants have checked in, and it has been determined there is extra room.
- Do not hang up or take down your own work

## What Art Is Taken:

The venues have the last say in what art can and cannot be displayed. Some special events are juried or will have a particular theme so be sure and read the sign-up sheets. No image should violate any copyright laws. RRAA reserves the right to refuse art deemed inappropriate. Your venue info sheet will tell you any limitations.

## Prepare Your Art:

**Remember the art is not insured. All art not fulfilling these requirements may be refused with no refund of entry fee.**

- If it is three-dimensional you may want something to secure it to the display. You may need to supply your own pedestal
- Hanging art MUST be secure in the frame, and with a wire hanger.
- All art should be clean, and in the best condition possible, including frames or stands.
- All 2D art needs to be wired for hanging with the highest point on the wire about 3.5" from the top of the frame.
- All art should have your name and the piece's name on it somewhere where it is permanent if possible.
- All art needs an RRAA card attached (bottom right corner for hanging art) with an identification number, your name, name of the piece and price. Cards are available at the venue and when you sign up.
- 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.

## Delivering Your Art:

- The days for the venue put-up and take-down are listed on the sign-up sheet. **BE SURE TO TAKE NOTE OF IT.** The information is also on the RRAA website. You (or someone) must deliver your art at the day, time and location specified.

## If You Sell:

- In most cases the venues do not handle the sales. Prospective buyers will be told to remove your RRAA card and call you. You arrange a time to meet the buyer at the venue, and exchange your art for their money.
- Bring a new piece with you to fill the open space.
- You will need to tag the new piece with an RRAA tag!
- Then call the venue coordinator and tell them you sold, and the new piece's name.
- Most venues have a small commission on sales. The amount is listed on the venue info sheet. In those cases where there is no venue specified commission a commission of 10% is payable to RRAA (Payment should be made to RRAA, P O Box 45445 Rio Rancho, NM 87174.)
- You are responsible for all taxes, commissions, and credit card transaction fees charged to the venue for sale of your art.

## Collecting Your Art:

Please be sure to collect your art (or have someone do it for you) at the day, time and place specified. Do not take down your art yourself – this will be done by the committee. Any art left behind may be placed back in the venue or placed in storage. RRAA is not responsible for collecting your art, you are. There will be a \$15 re-hang or non-retrieved fee charge per piece. You may only re-hang once per venue. Any artist who does not pick up his work 3 times regardless of type of venue will not be permitted to hang for three months. If the venue coordinator asks you to rehang there is only the single fee regardless of number of pieces. You do not pay a second \$5.

*IF YOU HAVE ANY QUESTIONS CALL RRAA at 505.503.5250 or  
ANY VENUE COORDINATOR - THEY WILL BE HAPPY TO HELP*

10/09