

Licking County Art Association Consignor Guidelines

Acceptable Art Work

Acceptable art work will be approved by LCAA Gallery Space committee: all items will be reviewed to ensure that the work is clean, family friendly, presented in an acceptable form, and potentially “sellable” in the gallery. Changes to these guidelines maybe implemented by Board of Trustees approval.

- If for inspiration you have based your art on an original work created by someone else, make certain that your finished product differs significantly from that of the original by adding your own style or interpretation so as not to run afoul of copyright law.
- All items must not be from a kit or class project where everyone did the same design.
- Acceptable prints of original art numbered in a series signed by the artist includes photographs, wood cuts, lithographs, paintings and etc.
- Wall art must be securely wired for hanging finished with a frame or other manner deemed professional.
- Art should be clean and presentable. Damaged frames, dirty mats, broken art etc. is not acceptable to show to the public.
- Should you have a question about your art please ask a representative on the space committee.

Keeping Track and Labeling Art Work

- Artist Consignors will keep track of all their own art to replenish sold art or exchange art at the designated monthly gallery intakes.
- Artists will keep track of their art in the gallery by updating the LCAA Intake Form. Please clearly print information.
- Complete a required LCAA label with artist name, title of art, medium, and price. These will be attached on the wall or near your art. When art is sold, these labels are attached to

the sales receipt as an extra verification for the LCAA treasurer. A Docent will also mark sold on the artist intake form.

- When exchanging art, please keep your label with your returned art incase you wish to exhibit this art again in the gallery.

LCAA Arcade Gallery

- The current Consignor Rate is \$20.00 per month with an approved yearly paid membership. This must be paid at the time of monthly intakes. Once payment is received it is marked on the consignor monthly list, artist will receive a receipt. When pricing your art this is the amount you will receive for sold art. It is advisable to include art in various price ranges as prices of sales have ranged from \$15.00 to hundreds of dollars.
- Consignor fees have helped LCAA pay the rent and utilities since our July 1, 2025 opening. It is important that fees are paid in a timely manner.
- The gallery has as many reasonable spaces for as possible within the square footage. The Gallery Committee is constantly assessing maximum use of the space.
- Currently 30 plus consignor spaces are available as listed below. This is an estimate of spaces for art.
 - Wall art 4 spaces for 2 pieces up to 24 by 36 inches.
 - Wall are 5 spaces for 4 pieces up to 11 by 14 inches
 - Smaller framed art on shelving 4 spaces available for 4 pieces
 - Pottery, glass 3-D, stand-alone art, 6 spaces available
 - Misc. items may have 6 spaces
 - Unframed art that is original, matted and in a sleeve is allowed, this is included in the number as listed above.
- Artist may pay a fee for Final Fridays during the winter months and set up a table outside the gallery 4-7:00 PM.

Any current member of LCAA can reserve a winter Friday space and collect your fees for art on your own.

Picking Up Your Art Work

- The Gallery does not have space to store art not picked up because of late or absent consignor fees. Consignors are responsible for their own pick up by the required dates. If physically unable to pick up your art, please contact LCAA. If LCAA has not heard for the artist, two attempts will be documented of notification that items need to be picked up. If after these attempts and one month has passes the art will become property of the LCAA.
- Current membership is required to exhibit in the gallery. Lapsed membership will require pick up of gallery art. See above for details

Membership Status

- Only LCAA members with current paid memberships may participate in the gallery. As the Current LCAA membership part of the web site becomes operational members will be notified by email for renewal. As we transition to the web site and the January 1 membership renewal, those waiting to renew in the 2026 will be reminded by Membership Chair person.
- **Consignor fee free month for Docents or Board members**
Docents and Board members may receive a free Consignor fee Birthday month. Docent guide will keep track of the Docents. Can apply only to one job, Docent or Board Member. Beginning June, 2026, Docents who volunteer at least one 4hour shift each month until December can apply for one free Consigner fee month in their Birthday month. For Board members, must be present at board meeting for 7 sessions to receive the Consignor benefit. If a Board member is also a docent, then they must choose one benefit option. Board 4/16/26

Licking County Art Association will not be responsible for loss of or damage to your artwork while in the possession of the Gallery. The artist is solely responsible for insurance covering their own artwork. LCAA will make every effort to avoid mishap or loss. I hereby grant LCAA and its assignees, and other successors-in-interest, all rights in any manner or media, including without limitation unrestricted use of artwork and/or other items consigned to LCAA for purposes of publicity, advertising and sales promotion with social media like Facebook. I have read and understand these guidelines.

Signature required on the Consignor verification short form.

These guides have been updated 7/26.