

# Gallery Protocol | 2021-2022

Carbondale Arts R2 Gallery in The Launchpad, Carbondale, Colorado

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## Dear Artist,

Below are some of the details you need to know about our requirements for showing in the R2 Gallery. If you have any questions, please contact Amy Kimberly, Executive Director of Carbondale Arts, at amy@carbondalearts.com or Brian Colley, Gallery Manager, at brian@carbondalearts.com or call us at (970) 963-1680.

## EXHIBITION SCHEDULE

A separate document with dates/deadlines is available from the Gallery Manager for each scheduled show.

## ELIGIBILITY FOR PARTICIPATION

Images that have previously been displayed in the gallery are not eligible to be shown again. Entrants who are under the age of 18 must have the written permission of a parent or legal guardian to participate. As there is no fee to show your artwork, we request that participating artists in all exhibitions in the R2 Gallery be current members of Carbondale Arts.

## SPECIFICATIONS FOR IMAGES

Digital images with a resolution of 300ppi are preferred. Each image file name should include the artist's name and title of the image (examples: Monet Haystacks -or- Kahlo Self-Portrait with Monkey). The images submitted should accurately represent the work the artist will show in the exhibition at the R2 Gallery. Works which differ substantially from images submitted may be subject to removal by the Gallery Manager.

## SHIPPING & DELIVERY DETAILS

The artist is responsible for the shipment and delivery of their unsold work to and from the R2 Gallery, as well as all related expenses. It is the artist's responsibility to pick up work on the agreed-upon date, and to contact Carbondale Arts if there is an emergency or to give permission for someone else to pick up the work.

If shipping, the artist is responsible for providing paid return shipping labels, unless otherwise agreed to in writing. We ask that artists attach 2 labels to each work submitted. The first should be firmly attached to the back (or bottom) of the artwork, the second lightly attached to the edge for removal after installation. Each label should include artist's name, title, medium & price.

If you are shipping your artwork please note that you are responsible for the condition in which your work arrives both at the gallery and back at your studio. We recommend placing the work in a heavy plastic bag before boxing, reinforcing corners, and using a double box. Your art will be returned to you via the same packing and shipping which you used for delivery. If we receive your artwork damaged, we will notify you immediately to arrange for repairs.

### Please ship to:

R2 Gallery, Carbondale Arts  
76 South 4th Street, Carbondale, CO 81623

**Inquiries:** (970) 963-1680

## CANCELLATION POLICY

Each artist or curator of an exhibition is sent an artist agreement with deadlines for their specific show. If an artist or curator is unable to fulfill their agreement, they are required to notify the Gallery Manager immediately.

If Carbondale Arts is forced to close the R2 Gallery for any long-term reason (3 or more consecutive weeks), the Gallery Manager will work with each artist in an effort to exhibit their artwork solely online. If this is not possible, Carbondale Arts is not obligated to postpone the affected exhibitions and the exhibitions will be effectively cancelled.

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## SALES

The R2 Gallery retains a commission of 30% for all artwork sold during exhibition, except for the annual Valley Visual Art Show and Mountain Fair, which is a 25% commission. Carbondale Arts will collect the appropriate sales tax and other costs of operation. Payment will be made to the artist on all sold work within 30 days after the close of the exhibition.

No work may be removed from the gallery until the close of the exhibition unless permitted by the Gallery Manager, and prices shown on the label may not be changed after the exhibition opens. The artist agrees not to enter into private negotiations for sale of the work during the exhibition, including in person or online. All sales must be made through Carbondale Arts in order to include sales tax and commission fees. We ask that any sales within 10 days after the close of the exhibition be made through Carbondale Arts, again including sales tax and commission fees. Carbondale Arts will not negotiate any discounts without the artist's consent.

## MARKETING

The R2 Gallery is committed to selling the work shown in the gallery. Artists living in the Roaring Fork Valley are expected to attend the reception on opening night. Please help promote the show and your work by inviting your patrons to the opening night. The R2 Gallery will promote all gallery-related events through social media, local calendars and the Carbondale Arts website.

## DISPLAY

All two-dimensional work should be securely mounted and ready to hang with eye hooks or appropriate wiring. If the piece is not ready for display, the gallery reserves the right to add necessary hardware for hanging or installation, if possible and time permitting. The R2 Gallery also reserves the right to install the work in the manner best suited for the overall exhibit and/or best locations for security purposes, to not display all artwork due to space limitations, or to remove a work from display for any reason. If your art requires a pedestal or other special installation, please tell us in advance. For more elaborate installation exhibitions, we ask that artists assist in restoring the R2 Gallery to its previous condition if needed (ie: help repaint walls if made a different color, remove added structures, etc).

## LIABILITY & INSURANCE

The R2 Gallery will maintain insurance for fire / theft / vandalism of artwork while in the gallery's possession. The R2 Gallery will make every reasonable effort to protect artwork from accidental damage or breakage; however, insurance liability for accidental damage or breakage is not provided by the R2 Gallery. Unless the artwork is insured by the artist at the artist's expense, the artist agrees to rely solely on the Carbondale Arts insurance policy for recovery of any damage or loss, of any kind, to your artwork while in our possession. Any insurance claim and payment will be based on the sale price minus the gallery's commission (see information under SALES) and will be dependent on a written appraisal by a certified appraiser and/or other written documentation required by, and acceptable to the insurer.

Carbondale Arts does not have adequate space for safe art storage before or after exhibitions. If work becomes damaged as a result of failure to pick up on the above mentioned date, no fault will be placed on Carbondale Arts or its employees. Except to the extent any loss or damage to the artwork is insured by the R2 Gallery, the artist or otherwise, the artist releases, indemnifies and holds the R2 Gallery, Carbondale Arts, its members, employees, agents, officers, directors and contractors harmless from any claims, actions, liabilities, damages (including but not limited to consequential damages) losses, expenses, costs or fees (including attorney fees) relating to or arising out of the damage to or destruction of the artwork from any cause.

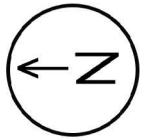
## COPYRIGHT

The R2 Gallery reserves the right to reproduce the artists' work in any way deemed appropriate for advertising and educational purposes and will not reproduce your work for commercial purposes (e.g. monetary gains) unless given explicit written consent. All work shown must be original, unsold work, and the artist must own the sole copyright to art.

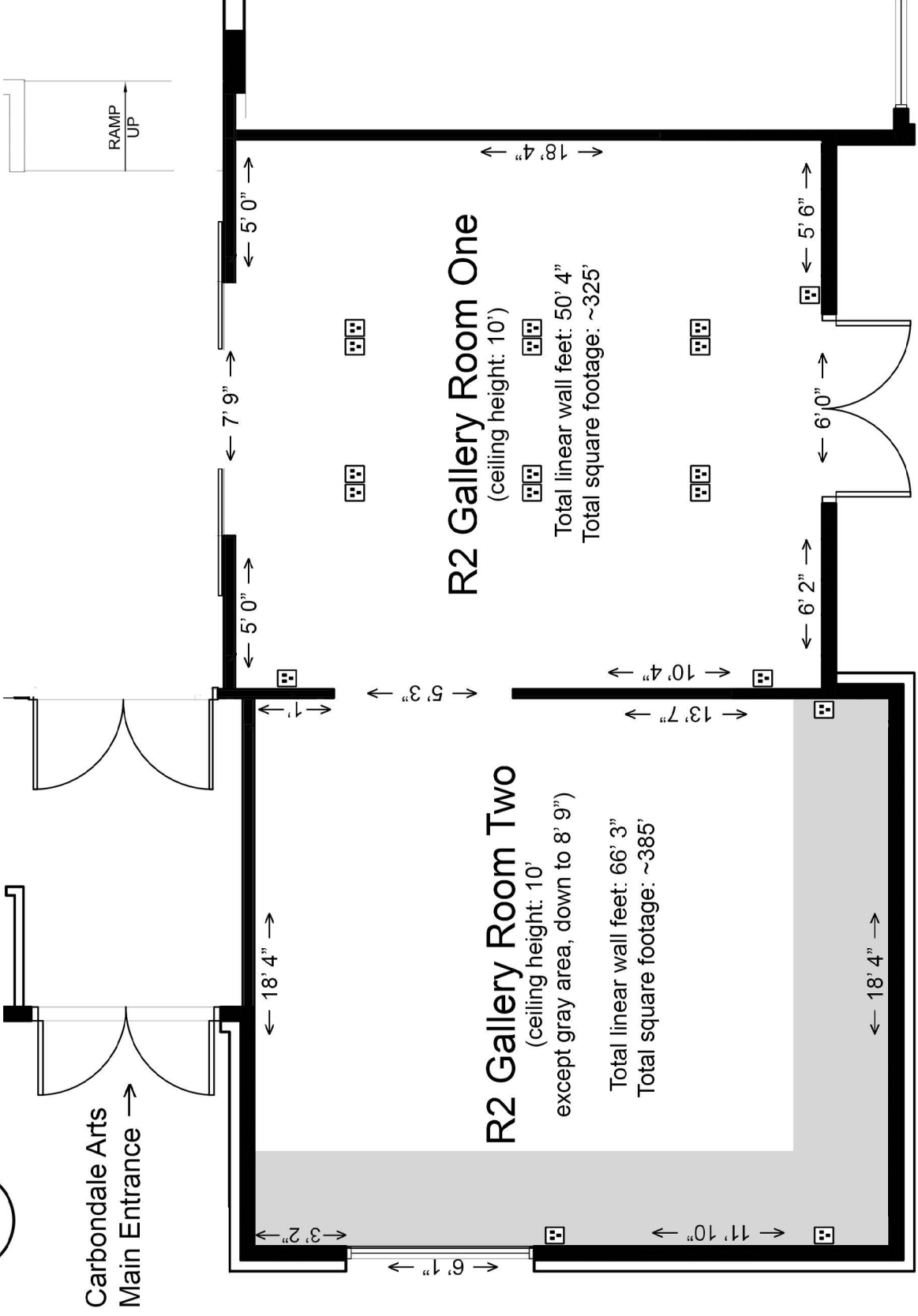


# R2 Gallery Floor Plan

(Carbondale Arts @ The Launchpad 76 South 4th Street)



Carbondale Arts  
Main Entrance →



Measurements are approximate  
updated May 2015