

**Palo Verde Art Room Gallery**  
**Artist Guideline for Submitting Paintings**

1. The Art Gallery is open only to CURRENT Palo Verde Artist members.
2. Two paintings per member can be hung for the 3-month period.

ALL ARTWORK MUST MEET GALLERY GUIDELINES:

- All work must be original
- All work is to be framed and properly wired for hanging –wire attached on sides 1/3 from the top and top of wire to hang at least 2-3” below the top of the frame.
- Size of the framed piece to be no larger than 30” x24”.

3. Artist name, title, media and price must be taped to each painting
4. Information for each painting to be entered in the registration book on each artist’s page. At pick up work will be signed out on the registration page and new work added.
5. Notification by on-Line, E-Blast, and Monthly Newsletter to announce the end of the three-month period of dates and time for pick up and drop off of NEW paintings. (IF you do not have Web service make note of that on your submission form. (in email area)
6. All work remains throughout the show period. No exceptions.
7. If your artwork is sold you will be notified by the Treasurer and a check will be issued minus the 10% and 6.3% sales tax. YOU may then immediately replace it with work of a similar size.

UNDER NO CIRCUMSTANCES SHOULD ANY ARTWORK BE REMOVED FROM THE GALLERY WITHOUT NOTIFICATION TO THE PRESIDENT OR WHOEVER IS IN CHARGE OF GALLERY SERVICES. PIECES ARE REGISTERED IN AND SIGNED OUT BY A GALLERY REPRESENTATIVE.

**ANY ARTIST THAT REMOVES PAINTINGS FROM THE GALLERY BEFORE TAKE DOWN AND WITHOUT PROPER SIGN OUT WILL NOT BE ALLOWED TO HANG IN THE GALLERY FOR THE NEXT TWO GALLERY HANGINGS.**