

Gallery at Jay Mar
Key of Sea, Inc.
Jay Mar Art and Party Supply
2375 SE Federal Highway
Stuart, FL 34994
772.283.5507

Jaymar.art.party@gmail.com

www.jaymarartandparty.com

Mission Statement

The Gallery at Jay Mar is a space/service provided by Jay Mar for local artists and art groups to display their work, hold exhibits, have discussions and host receptions. The Gallery's goal is to expand the arts in Martin and Saint Lucie Counties and allow the general public to view and purchase art produced by local artists. Jay Mar provides the space free of charge for a maximum of 30 days and no fewer than 7 days.

Policy

Rules and Regulations

Reservations:

All reservations are made by contacting Neil Capozzi at Jay Mar 772.283.5507 n.capozzi@jaymarartandparty.com. Reservations need to be made in advance. Jay Mar reserves the right to approve or disapprove any scheduled show or individual art pieces prior to or during any exhibit.

Fee:

There is no fee to hang work. In the event that art is sold during the exhibit a 20% commission + any Visa, Master Card, Amex or Discover fees will be deducted from the price. **Please take this into account when pricing your work.**

Fees for Additional Services:

Display Tags:	\$.40 each	Award Ribbons:	\$ 1.99 each
Tray Rental:	\$ 1.00 each	Punch Bowl:	\$ 2.00 each
Award Certificates:	\$ 5.00 each		

Promotion:

All promotion is the responsibility of the exhibitor/artist. Jay Mar will promote your event via our monthly newsletter and web-site. Jay Mar can provide a limited supply of Gallery at Jay Mar post cards for promotional purposes. Deadline for our newsletter is the 25th of the month prior to publishing.

Drop Off:

A representative of the organization must arrange a drop-off window and someone must be present to accept work. Jay Mar cannot accept art without prior arrangements.

Presentation:

All work must be suitably framed and ready to hang. Please, avoid saw-tooth and "D" ring holders. Finished edge gallery wrapped work is acceptable. All work must be identified with the owner's name and contact information attached the back of the work. From time to time Jay Mar will photograph art and use these photos for promotion. If individual work is used the artist will be identified.

_____ (initial after reading)

Set-Up:

All set up/hanging appointments must be previously arranged so that a Jay Mar staff member is available for hanging. *Non-employees of Jay Mar are prohibited from climbing ladders.* All art must be display tagged identifying title, medium, artist name and price. If not priced then NFS-not for sale is sufficient. Jay Mar can provide printing service for display tags for a fee. Jay Mar will provide wall/peg board hooks for hanging. We require a list of the displayed art with names as a reference for sales and pick-up at end of show.

Reception:

Receptions are the sole responsibility of the group/artist using the Gallery. Receptions are normally held on Sundays from 3 PM – 5 PM. First Thursdays 5 PM – 7 PM can be arranged with enough advance notice. All food and drinks must be cleaned up and removed at end of event.

PLEASE: Inquire about a discount on party supplies needed for function.

Take Down:

Exhibitors must remove all work after exhibit has closed and may be collected during regular business hours. Any work left will become the **property of the Gallery at Jay Mar** after 30 days unless previous arrangements have been made. Individual artists may be required to provide identification to remove work. No work maybe removed prior to the ending date of any show without prior approval.

Responsibility:

Although the Gallery at Jay Mar, Key of Sea, Inc, Jay Mar Art and Party Supply welcome exhibited pieces and the use of the gallery we will to the best of our ability protect them from harm. Jay Mar will not, in any way be held responsible for damage to exhibited work. (For any reason: theft, fire, accident, or natural disaster) Artists are entirely and totally responsible for their art work and frames and will hold the Gallery at Jay Mar, Key of Sea, Inc and Jay Mar Art and Party Supplies harmless for any loss or damage.

_____ (initial here after reading)

Gallery Sponsored Events:

If the Gallery is the sponsoring party of an event all cost will be borne by Jay Mar. All work displayed must be an original and completed within three (3) years and has not been displayed in the Gallery previously.

Name: _____

Group: _____

Signature: _____

Beginning: _____ End: _____

Date: _____

Open House: _____

Gallery Representative:

Name: _____

Signature: _____