

# Cooperative Gallery Holiday Show 2020 – Dec. 4 to Dec. 22

## A Gallery and Virtual Event- details for artists

### Calendar

**Apply – By Nov.25 - Preferably ASAP.** E-mail show application, supporting member application, photos and photo inventory sheet for virtual show [cooperativegallery213@gmail.com](mailto:cooperativegallery213@gmail.com). Please put “Holiday” in subject line. These forms are available at [www.cooperativegallery.com](http://www.cooperativegallery.com). If you need to have your work photographed call the gallery (607 724-3462). Payment can be made by cash, check or credit card.

**Gallery drop off of work** – We will make an appointment with you to drop off work and your inventory sheet between November 28 and December 1.

**Show hours-** Gallery will be open on first Friday , December 4, 6-9pm, Saturdays from 11-3pm, with a special, last minute shopping day on December 22 from 3 to 6pm, and by appointment (607-724-3462). The virtual gallery can be seen 24/7 on our website, on Facebook, Instagram and YouTube.

**Gallery pick up** – by appointment Dec. 22, Dec. 23 and December 28.

### Details

#### **Gallery Show**

- All work must be labeled and ready to be hung or displayed. All work must be for sale.
- **Medium and Large works-** Limit of 3 pieces 16x20 in. and larger.
- **Small works** - Limit of 5-6 wall hung pieces or sculpture. Sets meant to be sold as such rather than as individual pieces, count as one piece.
- **Inventory -Labeling** -Each piece (including jewelry and other small objects) must be labeled with a unique inventory number made up of the artist’s last name and a consecutive numeral (ex: Blow – 01) to match the inventory list. Wall hung art and sculpture must have two labels attached – one to be used for display and one to stay on the work. Use 14-point Arial or Helvetica font, appx. 2x3.5” label, listing Title, Medium, Artist Name, Size, and Price. Please bring a copy of your inventory list with your work.
- **Shipping** -We offer you the service of taking your work to a packing and shipping facility. Otherwise customer pickup will be at the gallery.

**Virtual Show:** All work must be shown in Gallery.

- **Image** - One object in one photo except for small objects in which up to 4 pieces one photo.
- **Photo Format** - JPG less than 1MB, 72 dpi. Images will be used as received.
- Up to 10 images can be submitted. Photos could be of your work, detailed close-ups of your work, your studio, or your logo. If you use writing be aware of how long it takes to read whatever you write. You can have any combination of photos.
- Photos and inventory list need to be identified to correspond with each other. Each photo must be labeled with Title, Medium, Artist name, Price, and Size. File or jpg needs to refer with the same inventory number that is on the inventory list. Title your JPG /photos with your inventory number - example Blow-01 (to rename a file choose “save as” and enter the inventory number). Attach the

**Cost** - \$35.00 annual Supporting Membership fee (if not a member already) plus 20% commission on sales.

**Receptions-** If you would like to host a reception for yourself, your family and friends talk to Betsy or Eileen. Covid-19 precautions must be maintained.

Questions? Call the Cooperative Gallery (Judy) 724-3462, Eileen 607 656-9683 or Betsy 607 237-3700.

Check list for the Holiday Show - applications and photos due Nov 25 or ASAP. Work due in by December 1.

1. Application for Holiday Show.
2. Your application for Supporting Membership with \$35.00.
3. Photos (JPG) of your work for virtual show. Title each one with inventory number.
4. Inventory list filled out to match the photos and artwork with the following information:

Title of your work	Green Field in Spring
Medium	Oil paint
Your name	example: Joe Blow
Price	\$100.00
Size	24" x 24"
Inventory number	Blow – 01
5. Bring in your work labeled, inventoried, and ready to be hung or displayed.