

## Inside lobby and online sales opportunities Procedures

1. All artists are invited to participate in the clay club's sales opportunities. You may bring up to 5 pieces per person.
2. All entries must be photographed and entered into our online gallery first, with a unique title given for each submission.
3. Entries then need to be brought in person to the club and placed behind the monitors desk on the selves.
4. All entries must be tagged with your name, price and title of the piece. The title and price must match what was entered on the online submission.
5. All entries must be checked in by a gallery representative to confirm that the price on the piece is correct with the price online.
6. If you do not have access to the internet or are in need of assistance, please notify the club and someone will be made available to you.
7. You will need knowledge of your username and password before you can receive assistance.

## New Display and Rotation

1. We are installing additional display space in the back of the studio which will be visible from the new Sonoran courtyard
2. All artists are invited to bring in five pieces of work. Depending on the quantity and sizes of pieces submitted, each artist will have their pieces rotated in the studio. They will either be displayed in the front lobby or in the lighted display facing the plaza. These pieces will remain on display for @120 days or until the piece is sold.
3. If a piece in the front Lobby or plaza display area is sold, you will be able to bring in a replacement piece for the sold piece.
4. Due to the amount of work and variable timeline of pieces submitted, please do not request any specific placement of your piece. This would create a scheduling nightmare for our displaying committee.
5. We are planning a 4 month rotation of pieces throughout the year. This should be more convenient for both the artists and the display committee.

6. After 120 days, you will be informed to pick up your pieces and they will be removed from both areas and moved to the display area in the windows in the front of studio for pick up.

7. If we still have additional room at any time in the studio where additional work is necessary to fill the studio, artists will be asked to bring in additional work. Please only bring in additional work if requested.

Grand Clay Arts wants to welcome visitors and community into our studio and to take this opportunity to showcase our art. Therefore, we would like all members to feel welcome to display their wares and show the community what wonderful and creative items we have to offer.