

## GCA Studio and Online Sales Procedures

1. All artists are invited to participate in the GCA's studio sales opportunities. Each artist may have up to 5 pieces for sale in the studio at any one time.
2. All items must be photographed and entered into our online Gallery first, with a unique title given for each submission. The online submittal form is at this link: [Click here to submit to the Gallery.](#)
3. Pieces are to be brought to the studio and placed on the selves behind the monitors' desk.
4. All pieces must be tagged with artist's name, price and title of the piece. The title and price must match what was entered on the online submission. Tags are available at the studio.
5. All pieces will be checked in by a gallery representative to confirm that the title and price on the piece is matches the online information. The artist will be contacted about any questions or discrepancies.
6. For those who do not have access to the internet or are in need of assistance, notify the club and someone will be made available to assist.  
*When assistance is provided, the artist must have their username and password for the website.*

## Display and Rotation

1. All artists are invited to have five pieces of work shown at any one time. If a piece is sold, it may be replaced with another piece.
2. Along with the Lobby display area, additional lighted display space has been created in the back of the studio, which is visible from the new Sonoran courtyard.
3. Depending on the quantity and size of pieces submitted, pieces may be moved around the studio to create the most pleasing display.  
*Please do not request any specific placement of a piece. This would create a scheduling nightmare for the display committee.*
4. Pieces will be rotated off the Gallery after a period of time. This interval will vary throughout the year, based on Gallery activity. Rotation may occur more often in the busy winter months and less frequently in the slower summer months.
5. For pieces that are being rotated off the Gallery, the artist will be notified to pick up those items from the studio as soon as possible.
6. Artists can bring items back to the Gallery after they have been rotated off for one month.

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.