



## INSPIRATION STUDIOS, LLC

### Art Gallery Guidelines and Expectations

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Welcome to Inspiration Studios! This gallery is a place for emerging and established artists to share their work with the broader community. West Allis welcomes the opportunity to showcase the local art. It is my hope that your experience at Inspiration Studios will benefit you as much as it benefits the community. With that in mind, please be aware of the following guidelines and contact me with any questions. –*Erico Ortiz, Gallery Director*

Artists/arts organizations are welcome to schedule an artist's reception, preferably during the first days following their exhibit opening. While there is no hired staff at Inspiration Studios, we want the gallery to be open as often as possible. It is hoped that the exhibiting artist can assist with some supervision of the gallery, which might include scheduling a community workshop or demonstration or artist talk with the gallery director.

Gallery hours may vary based on stage performances and tech week rehearsals immediately before a theatrical opening.

No rental fee will be imposed for art exhibits. However, exhibitors are asked to assist with the following:

- Installation of exhibit
- Exhibit opening and artist reception
- Provide one artist talk during exhibit (can be in combination with artist reception)
- Dismantling of exhibit
- Provide a one-time workshop for community members and other artists, at artist's availability
- Assist with supervision of gallery during the length of the exhibit, when possible

Inspiration Studios requests a 20% commission on all art sales to help offset the costs of maintaining the gallery.

As a community arts venue, artwork exhibited must be appropriate for all age audiences.

Due to the multi-purpose nature of the gallery and performance space, 3D works, sculptures and pedestals may need to be moved during specific rehearsals, performances, workshops, or other community programming. Please keep this in mind when planning your exhibit.

Accepted artists/arts organizations should be knowledgeable of programming and events happening at Inspiration Studios during their exhibition. This information will be available from the Gallery Director or on the Inspiration Studios website.

#### **Rules:**

Inspiration Studios is a smoke-free venue. Absolutely no smoking is permitted in the basement or the main floor.

Absolutely no drug use is permitted.

No serving of alcohol to minors is permitted. If a permit has been secured to serve wine/beer, the exhibit hosts or event coordinators are responsible for checking IDs to ensure the law is not broken.

Due to space limitations and performance needs, Inspiration Studios Gallery may not be able to supply storage for exhibition materials or excess art pieces. If special needs exist, be sure to include them on the application/reservation form or discuss them with the Gallery Director when submitting the application.

Fire exits may not be blocked during installation and dismantling of exhibits.

Exhibitors are responsible for building damage due to hanging devices and audience behavior.

Promotional materials must be approved by the Inspiration Studios Gallery Director before public distribution.

Promotional materials will be distributed by exhibiting artists and by Inspiration Studios

Exhibitors violating gallery rules are responsible for all fines and damages incurred.

The Gallery Director of Inspiration Studios reserves the right to remove exhibit if content, responsibility or rules are not upheld by exhibitors.