

Name: _____ Desired show start date: _____



GALLERY ARTIST GUIDELINES & AGREEMENT

To be completed prior to a finalized show date.

1. All artwork must be of a 2-dimensional style (photography, painting, framed art.) We do not have the facilities to show 3-D sculpture or similar. Art must be able to be hung using our special art-hanging hardware. Art cannot be attached directly to the gallery walls.
2. Each artist's work will be featured in the coffeehouse for a minimum and maximum of 3 months.
3. Steeltown Coffee & Tea will host a casual "coffee & cookie reception" at the coffeehouse when the art debuts.
4. Steeltown Coffee & Tea will publish information on you and the show at www.steeltowncoffee.com, on our Facebook page, and announce the show via Twitter and Instagram.
5. An announcement in the local newspaper will be made if enough advance notice is available.
6. The gallery area of the coffeehouse is "L" shaped and is above a built-in bench seating area. One wall is 10'7" wide, the other is 14'10" wide. The ceiling is 12' high, however the area above the bench seating is approximately 8' tall. A drawing of the space is included in this document.
7. You may offer your work for sale or just for display. All we ask is that, if items are sold, you pay a 10% commission to one of the charities below. These coffee-related charities are important to us and reflect our intent to give back to the countries from which our coffee comes.
 1. Cafe Femenino - www.coffeecan.org
 2. Coffee Kids - www.coffeekids.org
8. Sales will be coordinated directly with you, the artist. Steeltown Coffee & Tea will not be the intermediary, nor will we collect or handle funds. If an art piece is sold, it should remain in the gallery until the end of the show unless a replacement piece is available. No "holes" are permitted in the show, even temporarily.
9. All art is shown at the artist's own risk. Although a relatively safe environment, Steeltown Coffee & Tea is first and foremost a retail restaurant business and cannot be liable for loss or damage to artwork.
10. Please sign and return this form once you have been scheduled as an artist:

695 Railroad Avenue
Pittsburg, CA 94565
T 925-246-5840
adrian@steeltowncoffee.com
www.steeltowncoffee.com

GALLERY RULES & INFORMATION

- Most artist mini-receptions are schedule for the afternoon that the art is hung in the gallery, typically the 1st Sunday of the month. This may vary, depending on other scheduled events.

we are what good coffee should be

- The artist should plan to be ready to hang art in the gallery at least 2 hours before the start of the reception. Numerous, extra large, or unusual shaped pieces may require more time to hang and time should be allotted accordingly.
- All art must hang on the walls in the gallery, on a single easel by the entrance, or on an easel above the retail display case and/or bookcase.
- Artists should submit a brief (2 paragraph) biography with a digital photo via email at least 1 month prior to the show. This will be used on the Steeltown Coffee & Tea website and promotional materials.
- Name your show. The artist must select a name for the show (max 6 words) at least 3 weeks prior to the show's debut and submit it to Steeltown Coffee & Tea via email. The show name, along with the artist's name, will be printed and displayed on the gallery wall above the art.
- Although not required, we recommend that you create an informational poster or artwork that can be displayed on an easel near the entrance to the coffeehouse. This will allow customers to learn more about you and the story behind your art.
- Signage for each work of art (title, medium, price, etc.) should be professionally printed or typed and suitable for a gallery showing. The signage may only be stuck to the walls using museum putty or 3M "Quick Release" products. No tape is allowed.

CHARITY CONTACT INFO

Cafe Femenino Foundation - www.coffeecan.org

Post Office Box 2187
Vancouver, WA 98668
Phone 1-800-791-1181

Coffee Kids - www.coffeekids.org

1751 Old Pecos Trail, Suite K
Santa Fe, NM 87505
Phone: (505) 820-1443

I agree to the above conditions in order to show my art at Steeltown Coffee & Tea.

Name: _____

Signature: _____ Date: _____

Phone: _____ Email: _____



RENDERING OF GALLERY WALLS