

GCA Studio and Online Sales Procedures

Grand Clay Arts welcomes visitors and community into our studio as an 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!

1. All artists in good standing* 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 in the staging area. (Ask a monitor where that is.)
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 matches the online information. The artist will be contacted about any questions or discrepancies.
6. Gallery staff will also be checking for quality of work. Items that are unstable, broken, or have tape or unsightly gluing will be returned to the Artist.

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 or move pieces around.
This creates an inventory management nightmare for the display committee and pieces may end up lost.*
4. Artists should be attentive to the length of time a piece has been on display. Pieces that aren't selling should be replaced with newer items. This also keeps the Gallery interesting to frequent visitors!
5. Gallery staff will also strive to keep the Gallery current, so artists may be asked to remove or replace a piece that is out of season or has been on the Gallery for a long time.
6. Artists can bring items back to the Gallery after they have been off for one month.

*Members are in good standing when all invoices are paid, and they have the requisite number of service hours.