



Hello Artists!

Thanks for taking time to learn more about Up. Below you will find some basic information regarding our space — we have also answered commonly asked questions in the FAQ section of our website, galleryup.com.

Up is an artist-run gallery, store and custom frame shop. We present contemporary arts and crafts that are accessible, affordable and eclectic. Located on the 2nd floor of the Gettys Art Center at 201 E Main St in Rock Hill, SC, our space is free and open to the public Monday–Friday, 10 am to 6 pm and Saturday 11 am to 4 pm. We are also open during gallery crawls and special events.

Gallery & Store

Our 540 s.f. gallery space presents over a half dozen shows annually and we are proud to provide emerging and established artists the opportunity to exhibit and sell their work in a professional manner. If you have any questions regarding exhibiting, contact our Gallery Director, Chris Lange, at (803) 980 5355 or chris@galleryup.com.

In October of 2007 we opened an adjacent 600 s.f. retail store and frame shop and launched galleryup.com. The addition of the store and website has allowed us to branch out into related modes of arts and crafts, both decorative and functional, such as clothing, accessories, jewelry, home decor, etc. We select most of the work for our store on a consignment basis. Artists that sell their work in our physical store location also benefit from additional exposure on our ecommerce site which enables us to market to a global audience. For inquiries regarding selling in our shop, contact our Retail Manager, Ashley Herron, at (803) 980 5355 or ashley@galleryup.com.

Custom Framing

Up also provides custom conservation framing using only the finest quality archival materials at competitive prices with a quick turnaround. We are pleased to extend a 15% discount on framing orders to current Up artists. Contact our Framing Manager, Jessica Johnson, at (803) 980 5355 or jess@galleryup.com for details.

If you feel that your work is aligned with the energy and vision of Up we encourage you to submit samples along with the attached forms. We look forward to hearing from you!

Always Demanding Art,

Tamara LaValla & Zan Maddox

Owners, Up



Submitting to Up's Retail Store

Up is seeking a variety of work, both decorative and functional, to sell on a consignment basis both in our shop and online. As part of our commitment to presenting quality work at accessible prices, the items for sale in our shop are priced below \$500.

Accepting Work

1. Design must demonstrate a unique approach and reflect a unified body of work
2. Craftsmanship must show experience with materials, tools of the medium and their function
3. Retail prices should reflect the value of artists' time and materials and take into account Up's 40% commission

X We do not accept works executed from commercial patterns, molds, stencils, kits or consumable materials such as food preserves

Submission Requirements

1. Submit 7 to 15 images on cd (300 dpi jpgs). Up only reviews submissions in person by appointment
2. Each image file should include artist's Last and First name with number, i.e. "Smith, Jane_1.jpg"
3. A retail price list that corresponds to the name of artist's images. Include any variations of the product including color, size, weight, materials used and the quantity available
4. An artist resumé and an artist statement describing the techniques used in the creation of artist's work and the ideas or concepts that you want to communicate to retail gallery clientele
5. Signed Loan Agreement Form
6. A shipping envelope with postage for submission items that you wish to be returned

Up reserves the right to refuse work for any reason.

If you have any questions regarding the retail gallery or submission process, please contact Ashley Herron at (803) 980 5355 or email ashley@galleryup.com.



Submitting to Up's Gallery

Up is seeking a variety of work, both traditional and experimental, to sell in our hallway gallery. Below are the guidelines for submission:

Accepting Work

1. Design must demonstrate a unique approach and reflect a unified body of work
 2. Craftsmanship must show experience with materials, tools of the medium and their function
 3. Retail prices should reflect the value of artists' time and materials and take into account Up's 40% commission
- NOTE:** We do not accept works executed from commercial patterns, molds, stencils, kits or consumable materials such as food preserves

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3. A retail price list that corresponds to the name of artist's images
4. An artist resumé and an artist statement describing the techniques used in the creation of artist's work and the ideas or concepts that are to be communicated to gallery clientele
5. Signed Loan Agreement Form
6. A shipping envelope with postage for submission items that you wish to be returned

Up reserves the right to refuse work any reason.

If you have any questions regarding Up or our submission process, please contact Chris Lange at (803) 980 5355 or email chris@galleryup.com.



Loan Agreement

Delivery of Artwork

Packing and shipping expenses for artwork to Up are the responsibility of the artist.

Insurance

Up will NOT insure objects lent to it under this agreement, and cannot be held responsible for any and all risks of physical loss or damage from any external cause while on location during this loan or during transit.

Publicity

It is understood that the works on loan may be photographed and reproduced in Up publications, listed on the Up ecommerce website (galleryup.com), and for publicity purposes connected with Up.

Return of Unsold Works

Upon expiration of the loan, the object(s) will be released to the artist / lender according to the loan agreement. If, after 90 days, Up is unable to contact the lender following the expiration of the loan, and no special arrangements have been made for the return of the loan, the object(s) will become property of Up.

Commission & Payment

Artists will provide Up with retail prices for artwork that is selected for sale in our gallery, store and ecommerce site. Up will receive a 40% commission on the retail price of all sales (prior to adding 7% sales tax.) All payment to artists from sales will be sent the last week of each month unless under special circumstances agreed to by Up.

Agreement

I agree to the terms and conditions listed in this form.

Retail / Gallery Director

Date

Artist / Lender (or Representative for Lender)

Date



Inventory List

Please list the title, medium, quantity and retail price of work sent to Up. Series consisting of more than one piece but sold as a set (i.e. cup and saucer set) should be indicated as a single piece. If you send multiple sets from the same series, please list them together and indicate the quantity accordingly. All items will be sold at the retail price listed and a 40% commission will be taken by Up upon sale. Make copies of this form if additional space is required.

Artist / Studio Name _____

1.	_____	_____	_____	_____
	Title of Piece / Series	Medium	Qty Pieces / Series Sent	Retail Price Per Piece / Series
2.	_____	_____	_____	_____
	Title of Piece / Series	Medium	Qty Pieces / Series Sent	Retail Price Per Piece / Series
3.	_____	_____	_____	_____
	Title of Piece / Series	Medium	Qty Pieces / Series Sent	Retail Price Per Piece / Series
4.	_____	_____	_____	_____
	Title of Piece / Series	Medium	Qty Pieces / Series Sent	Retail Price Per Piece / Series
5.	_____	_____	_____	_____
	Title of Piece / Series	Medium	Qty Pieces / Series Sent	Retail Price Per Piece / Series
6.	_____	_____	_____	_____
	Title of Piece / Series	Medium	Qty Pieces / Series Sent	Retail Price Per Piece / Series
7.	_____	_____	_____	_____
	Title of Piece / Series	Medium	Qty Pieces / Series Sent	Retail Price Per Piece / Series
8.	_____	_____	_____	_____
	Title of Piece / Series	Medium	Qty Pieces / Series Sent	Retail Price Per Piece / Series
9.	_____	_____	_____	_____
	Title of Piece / Series	Medium	Qty Pieces / Series Sent	Retail Price Per Piece / Series
10.	_____	_____	_____	_____
	Title of Piece / Series	Medium	Qty Pieces / Series Sent	Retail Price Per Piece / Series