



429 N. LINCOLN AVENUE ~ LOVELAND, CO 80537  
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## **Lincoln Gallery/Thompson Valley Art League Change Out Procedures**

Artists are expected to change their art every 30-60 days, per 2019 bylaws.

The change out procedure is as follows:

- Remove art from wall (for 2D) or displays (3D).
- Remove ALL hardware from wall and place in blue bucket.
- Remove wooden tag holder from the wall and/or displays and place in orange bucket.
- Sign out all art that is leaving the gallery in the gallery inventory book.
- Sign in new art coming into the gallery in the gallery inventory book.
- Create new tag for new art.
- Place new tag in the wooden tag holder with the "tail" on the top.
- Place new incoming artwork, with the wooden tag holder in front, on the floor alongside the gallery wall.

### **All tags *must* be uniform; free of logo and league name.**

- Review sale order book for any sales within the last 30-60 days.
- Record the inventory number, found on the upper right hand corner, on any sales.

All change out dates can be found on the Lincoln Gallery website under the membership drop down menu. With the exception of shows, the member change out is generally the first Saturday of each month.

Change out times are between 12:30-4:30 unless noted otherwise. If members are unable to make the change out dates, members may drop their art off from 11 to 12 the following Tuesday. Otherwise, artists are asked to make arrangements with other gallery members for drop off.

**Normally the members art is hung on the following Tuesday so it is very difficult to space the work appropriately when work is delivered late.**

***NOTE:* Art will *NOT* be stored at the gallery. Artists will be contacted via email when art has been at the gallery for over 60 days. Artists will receive written notice via email regarding any and all abandon art after 90 days. If any art is left at the gallery for longer than 120 days it will be considered abandon and donated.**

