

Landt Creative Space

learn • teach • create • exhibit • celebrate

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Wall Space Rental Policies and Guidelines

Hanging Your Work

- You are responsible for hanging your work; all work must be wired and ready to hang.
- If you use more than one nail per artwork, kindly **spackle** when you pick up your work.
- Please bring your own hammer; **we provide nails and/or picture hangers.**
- Each piece should have a tag with a title, price and your name – **bring tape** to hang your tags.
- We will let you know the hang date(s) on the Monday before First Friday. If these times do not work for you, *let us know asap* and we'll try to work with your schedule.
- If your work is not hung by the agreed upon day and time, you will not be able to show your work, and you will forfeit your payment. (**Under NO circumstances is work to be hung on First Friday.**)
- Feel free to bring an art bin or a small table (no more than 20" deep) for business cards, or small pieces to sell. We also have a limited number of small tables to loan.

Cancellation Policy

- There are **no refunds** for cancellations.
- If you have paid for a wall and find that you will not be able to show on First Friday, let us know ASAP. We will try to find another artist to fill your wall. If we can fill it, you will get credit for the following month. If we cannot fill the wall, you will forfeit your money.
- If you cancel the week of First Friday, you will forfeit your money.

First Friday: Show-time!

- We're open 6-10pm on First Friday.
- You can arrive as early as 5:30pm.
- Dress in layers – even in cool weather it can get hot in our studio with the crowds of people.
- Be sure to bring plenty of business cards.
- Please bring something to share for the snack table.

Sales

- You are responsible for selling, taking payment, and delivery of your work.
- We do not take any commission on sales that you make! (If you cannot accept cards, we can process a card for you – we keep 20% of the sale, or \$5, whichever is more.)
- If you have a smart phone, you can sign up to take credit cards through squareup.com or paypal.

Pick Up Work

- Artwork not taken home on First Friday must be picked up over the weekend (days and times to be determined on First Friday).
- We appreciate your help by taking down nails and tape.
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Liability

- We are not responsible for loss due to damage, theft, vandalism or accident.
- You are responsible for your own insurance and sales tax.