

Operating Policies & Procedures for New Member Artists

New Member Artists

- Must be juried and accepted by the New Member Committee.
- Pay a one-time fee of \$150 and \$55 per month dues at the beginning of tenure.
- Is subject to a commission of 12% on all retail sales.
- Meet all space requirement limitations as determined by Curator(s) with art specific size taken into consideration
- Work 3 seven hour days each month. Currently at 3 days one month and 2 days the next month with a total of 5 days in a two month period (subject to change).
- Artists are also expected to help in other areas needed for business. There are many duties within the business of the Co-op Gallery that need attending to.
- Agree to a period of 90 days display, beginning on the date set by the Curator(s) usually at New Display.
- Be aware that acceptance does not assure immediate placement. The needs of the Gallery shall be determined by the Curator(s) and may dictate a later commencement of tenure.
- Must be agreeable to sign a Hold Harmless Agreement document as well as other documents relating to acceptance of these guidelines, pay schedule, vendor responsibilities, etc.
- Artist retains ownership of art until it is sold, and is responsible for insuring their own art. Reasonable care shall be taken in the handling and display of accepted art.
- When a piece of art is sold and the artist is notified, that artist may bring another piece of similar size and style to replace sold piece, as soon as possible.
- Shipping of sold art pieces shall be the sole responsibility of the artist.
- Artist must accept the final display decisions of their art as determined by the Curator(s) and or the Display Team, but may offer help or suggestions for consideration of display.
- Payment of commissions to the artist is bi-weekly, currently on Tuesday, and checks are available in the Gallery office that afternoon. If payment is to be mailed, artists must leave self-addressed stamped envelopes with bookkeepers.
- Advertising and Promotional Announcements of Artists are done through the marketing committee regularly. Artists are sometimes chosen for individual promotion and or demonstrations.
- All artists are expected to sign a waver regarding the use of photos of their work for the purpose of marketing and promotion.

- The Gallery does not accept returned merchandise and does not provide for layaways.
- We currently re-display the entire Gallery quarterly and need to have artists work here at least one or two days prior to the re-display; tagged, inventoried and ready for display.