

*Pacific Artists Alliance, Inc.*  
**Artists' Co-op Gallery**

**New Member Artist Information Sheet**

Please review the following information to learn more about joining the gallery as a Member Artist. Applications must be completed online at the link listed below.

- Must be juried and accepted by the New Member Committee. Be aware that acceptance does not assure immediate placement. The needs of the Gallery shall be determined by the Display team and may dictate a later commencement of term.
- Members pay a one-time contract fee of \$150. A monthly fee \$55.00 per month.
- Members are subject to a commission of 12% on all retail sales.
- Payment of commissions to the artist is weekly, currently on Tuesday, and checks are available in the Gallery office that afternoon. If payment is to be mailed, consignment artists must leave self-addressed stamped envelopes with bookkeepers.
- Working members are required to staff the gallery 3 days a month.
- Meet all space requirements as determined by Display Committee, in accepted category, with art specific size taken into consideration.
- We currently re-display the entire Gallery quarterly and need to have consignment work here at least one or two days prior to the re-display, tagged, inventoried and ready for display.
- Artists must accept the final display decisions of their art as determined by the Display Team but may offer help or suggestions for consideration of display.
- Working Members oversee the business functions of the cooperative and have voting privileges as described in our By Laws. Attendance at business meetings, third Tuesday at 6:00 p.m. is appreciated. This is where members are kept informed of all gallery business and activities. Working-members vote and have final say in most decisions of the business. Working Members may serve on the Board and are strongly encouraged to participate both in leadership on a committee. Our committees ensure the smooth function of the business.
- Artists retain ownership of art until it is sold, and is responsible for insuring their 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 the sold piece, as soon as possible.
- Shipping of sold art pieces shall be the sole responsibility of the artist.
- Advertising and announcement of guest artist is at the sole discretion of the Leadership Team.
- The Gallery does not accept returned merchandise.

Submit Application: <https://www.pacificartco-op.com/new-artist-application.html>