



P.O. Box 1033, St. Albans, VT 05478

MEMBERSHIP AGREEMENT FORM for April 1, 2019- March 31, 2020

NAME: _____
(As you would want it to appear in all AIR materials)

BUSINESS OR STUDIO NAME: _____

MAILING ADDRESS: _____

E-MAIL: _____

PHONE NUMBER: _____

WEB SITE: _____

CATEGORY/DESCRIPTION OF ART for which you are currently juried and accepted:

As a member of the Artist in Residence Gallery I agree to:

1. Pay a Membership Fee of \$450 per year and a 10% commission on sales.

First \$225 payment is due March 1st, 2nd \$225.00 payment is due April 1st.

Membership fees will be prorated for any first year member who joins after April.

(All checks should be made payable to Artist in Residence and mailed to PO Box 1033, St. Albans, VT 05478)

2. Work 6 days per membership year. (See separate sheet to list possible workday choices)

If circumstances do not permit working 6 days, then the cost per day is \$75.00 made payable to the gallery. This money will be paid with the membership fee.

Failure to show up for an assigned shift will result in a deduction of \$75 from your next sales check. If you miss more than one work shift your membership will be terminated. You may petition the board for continuation as a gallery member. **It is your responsibility to find replacements or to switch shifts.** Please e-mail any changes to artistinresidence.coop@gmail.com.

3. Be a Featured Artist for one Month.

Four artists will be featured at an open house reception the first Thursday of each month from 4:30 to 7pm. At the reception each artist will have 5-10 minutes to discuss artwork and inspiration. During the featured artist month, the opportunity will be given to display artwork at the front of the gallery. These spaces allow additional artwork to be displayed. As a featured artist, attendance is expected at the reception in your honor. Please bring a beverage and appetizer to share and assist in clean up after the reception.

When bringing in new artwork to be displayed, it is important to send an email to artistinresidence.coop@gmail.com to have wall cards made for display 5 days in advance (include name of piece, medium, and price). Also, when sending new images of your artwork to be displayed on Facebook, please send them to the email address as well. **If a featured month change must occur please do so at least 1 month in advance.** In order to do this, please send e-mail to artistinresidence.coop@gmail.com. All attempts will be made to honor the request. If there is a swap being made with another artist, please send info along to make sure that artwork is compatible with space allotted.

4. Abide by the guidelines established for exhibiting artwork.

All hanging artwork must be tagged with an AIR sales tag on the back and wall card information must be provided prior to hanging.

All framed work for the walls must be professionally framed with a wire across the back for hanging.

Gallery wrapped canvas is required if not framed.

Three-dimensional art must be tagged with AIR tags, neatly written.

Information to be written on all tags will include: artist name (not business name), the piece, the price, and the inventory number that correspond to the inventory list found in the inventory notebook in the gallery. Tags are provided at the gallery. Each artist has an individual space and is limited to that space. Members' work is rotated each month on the Saturday preceding the featured artists' reception. This will include moving the work of the previous and next featured artists' work and moving other members' work as needed to maintain a fresh look in the gallery.

As a result art location may be rotated periodically.

All work displayed will be for sale with the exception of your feature month, where additional NFS items may be displayed.

5. Provide an Artist's Biography in digital format to be used in promoting artwork and the gallery.

The artist biography may be used to provide additional information about the artist. It will also be on display in the **artist bio's notebook** in the gallery. Only business cards in a cardholder may be placed in your space.

6. Change and refresh artwork periodically in order to keep exhibits interesting.

7. Abide by all space and display expectations and limitations.

GUIDELINES FOR ARTWORK EXHIBITED AT AIR

* All work must be original and handmade.

* Prints and note cards are allowed when original art is also available and on display.

* All framed work for the walls must be professionally framed with a wire across the back for hanging.

Gallery wrapped canvas is required if not framed

* All artwork on display must be for sale. Exceptions are made for work displayed as a Featured Artist.

* Only artwork in the juried medium is allowed in the gallery space.

* Gallery 2-D Wall space is approximately 5.5 linear feet with two hanging bars.

* Gallery 3-D Shelf space is a 3 or 4 glass shelf unit that is provided.

* Gallery Mixed Wall and Shelf space is 3.5 linear feet of wall and a two-shelf unit provided.

* Any new medium artwork must be juried and approved by the board before displaying.

8. Review and perform accurately and professionally, retail sales of the gallery, paying special attention to required paperwork for the operation of the gallery. Maintain a clean, appealing atmosphere in the gallery at all times, including cleanup of dirt, footprints, dust and smudges.

Maintain wheelchair accessibility throughout the public space and remove all trash at the end of the day.

- 9. When possible **participate** in demonstrations, workshops, gallery maintenance, fund raising, committees working to the improvement of the gallery through marketing, community liaison, grant writing or other means.
- 10. **Follow** group communication protocol, adhere to the by-laws and policies of the gallery and promote the gallery in a positive and welcoming manner. Notify the Board of Directors via the AIR e-mail if problems or misunderstandings arise.
- 11. **Maintain** accurate inventory records.
- 12. **Provide** new digital photographs of artwork frequently to be posted on Facebook and Instagram, as well as sharing on personal social media pages.

The Artist In Residence Gallery will:

- 1. Provide a professional, clean and well-lit area for display of artwork.
- 2. Manage a Member Sales Staff, providing all necessary equipment and training for retail sales of artwork and accurate recording of inventory sales.
- 3. Pay for an accountant to file and pay appropriate sales taxes for all sales at the gallery.
- 4. Provide opportunity to offer AIR-sponsored classes or workshops.
- 5. Share gallery information in a timely manner, share art-related community information that may be of interest or benefit to members.
- 6. Notify members of problems and or misunderstandings that may arise.
- 7. Manage financial matters related to operating expenses of the Gallery.
- 8. Provide members with a Feature Artist Month including an art reception each First Thursday of the month.
- 9. Maintain professional and respectful standards regarding member correspondence and information sharing.
- 10. Abide by the By-Laws.
- 11. Pay all artists monthly for the sale of work minus 10% commission.
- 12. Update Social Media pages frequently with the help of the membership for marketing purposes.
- 13. Continue to hold fundraising events to help with the Capital Campaign and Marketing Budget.
- 14. Acquire liability insurance only.
- 15. NOT be responsible for loss due to damage or theft.

I hereby certify that I have read, and have retained, a copy of the details of the above membership agreement and that I agree to follow them. I understand that failing to comply may result in termination of my membership. I understand that this membership is valid during the current membership year. (April 1, 2019 - March 31, 2020)

Signature: _____ **Date:** _____

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Office Use

Date received: _____

Amount of Payment Received: _____