



**Artists' Agreement for the Gallery and Gift Shop
at the AAWM Center for the Arts
251 Penrod Rd, Show Low, Az**

**(251 Penrod Rd is not a mailing address,
send mail to: AAWM, PO Box 3394, Show Low, AZ 85902)**

Space Rental in Gallery & Gift Shop

Artists may schedule a meeting with the Gallery Committee to request that their works be hung in the Gallery or sold in the Gift Shop by calling Ann at the Center at 928-532-2296. The artwork is juried before hanging. This will allow for a broader range of work at many levels to be shown and will encourage all artists to bring their work to the Gallery.

Artists must bring a sample of their work to be approved by the Gallery Committee along with a completed Artist Application form to their meeting. Artwork must be considered proper for viewing by all ages. Work of a questionable matter may be declined for hanging in the Gallery.

Artwork will be hung by the Gallery staff in a manner that is best for showing and marketing. All pieces by an artist may not be hung together in one space.

All space is available on a first come first serve basis.

Rent is due on the first (1st) of each month and will be considered late after the tenth (10th). A late fee of \$1 per day may be charged at the discretion of the Gallery Committee.

A commission will be charged on all sales made in the Gallery or Gift Shop. Gallery commission is 80% to the artist and 20% to the Gallery. Gift Shop space commission is 90% to the artist and 10% to the Gift Shop.

Gallery/Gift Shop Policies

Items may be paid for by cash or credit card only. All sales are final. No returns or exchanges.

The Gallery will package sold items as best as possible. We are not responsible if it is broken or damaged in transit from the Gallery. If a customer wants an item shipped, they must take it to a shipper and have it packed there.

Gift certificates are available. They will be treated like cash and will be valid for 6 months from the time of purchase. Lost gift certificates cannot be replaced.

Gallery will not allow a visitor to take items out of the Gallery to decide if it will work in their homes. We will make arrangements for the artist to meet with the visitor about the item.

Gallery will put items on hold for a customer for 24 hours. If the item is not purchased in 24 hours, the hold will be removed.

If a visitor breaks an item, they will pay for it and they own it.

Gallery and Gift Shop Responsibilities

Gallery/Gift Shop reserves the right to approve or disapprove merchandise to be displayed for sale.

Gallery will provide display cases, tables, bins etc. to maintain uniformity unless otherwise agreed to.

Gallery/Gift Shop is **not** responsible for the loss of or damage to any items placed on display in the Gallery/Gift Shop. The Gallery/Gift Shop carries liability insurance but individual items are not covered.

Gallery encourages artisans to insure their own merchandise.

Gallery is not responsible for any injury or damage to any artist or visitor caused by the displays or merchandise. Gallery staff will be knowledgeable people who will be able to promote your works to visitors and who will watch the displays as much as possible.

Gallery will have referral cards for visitors to fill out if interested in special works to be done. These will be given to the artist by the next business day. Artists agree to pay a 10% commission on any special work done as a result of a referral from the Gallery. Artists are on their honor to pay this commission.

Gallery will advertise the Gallery and Gift Shop, any special events, and all featured artists in local media to promote sales. Advertising will be paid for from membership fees.

Gallery will have a website with information about the Gallery/Gift Shop, artists, and special events. Gallery will host meetings with artists to plan events, share information, and get feedback from artists. Gallery will host special events to promote the artists' works.

Gallery will create and publish a calendar of events and who the featured **artist of the month** is for 3 months in advance to allow artists time to prepare.

Gallery reserves the right to change policies whenever necessary for the good of the business. Artists will be notified immediately of any changes in writing.

Gallery/Gift Shop Payment Policies

Gallery will make a detailed inventory of your items at the time items are placed on display. Inventory will be updated as items are sold or taken out by artist. A copy of the artist's ID will be kept with the inventory to verify the artist's identity before items can be removed from the Gallery/Gift Shop.

Gallery will provide a detailed statement showing items sold, commissions earned, and fees withheld by the 5th day of the following month. Statements and commission checks must be picked up at the Gallery by local artists. All out-of-town artists' checks will be mailed.

Artist's fees may be deducted from commissions if agreed to in writing ahead of time.

After two months on non-payment on the gallery space, the Artist has 30 days to pick up their art from the Gallery. After that period of time, the Gallery may at its discretion either remove the art from the Gallery or assume ownership of said Art and retain monies from sales.

Artist Responsibilities

Artists are responsible for paying their fees on time either in cash or by check, money order or credit card by the 1st of each month. A late fee of \$1.00 per day may be charged after the 1st unless other arrangements are made with a Gallery rep ahead of time. A \$25.00 returned check fee will be charged for any returned checks. Failure to pay fees or a 2nd returned check may be cause for cancellation of membership. After two months on non-payment on the gallery space, the Artist has 30 days to pick up their art from the Gallery. After that period of time, the Gallery may at its discretion either remove the art from the Gallery or assume ownership of said Art and retain monies from sales.

Each artist may provide a brief biography and a photo to be displayed in the Gallery. Visitors like to see who the artist is and to know a little about them. This also helps out employees to know about you. The Gallery is responsible for tagging items on display in the Gallery and Gift Shop. The artist should place a tag on the back or bottom of work to show artist's name & number, and date placed in Gallery/Gift Shop.

A description of each item needs to be available in the Gallery office for employees' reference to answer visitors' questions. For example, *vase is Raku pottery created with a specific ceramic firing process that uses both fire and smoke to create unique patterns and designs*. This helps the staff when working with visitors in the gallery.

Jewelry and other small or expensive items must be displayed in a locked glass case for security reasons. A key will be kept in the Gallery Office. Any case brought into the Gallery by an artist must be approved to keep uniformity in the Gallery.

Prices will be set by the artist and will not be reduced by the Gallery without permission or unless agreed to in writing before the sale. Any offers made on a piece of work will be called in to the artist for approval.

Featured artist of the month will be in the Gallery on Friday and/or Saturday as scheduled on the Gallery calendar. You will promote your works and the arts of others in the Gallery with visitors. Hours of your time in the Gallery can be scheduled with the Gallery rep and changes can be made as long as the Gallery has time to schedule another artist in your place.

Artists are encouraged to come and work in the Gallery whenever possible. Artists should schedule times to work in the Gallery with a Gallery rep.

A private artist studio space will be set up for artists to work in. This space can be scheduled on a first come first serve basis. Talk with the Gallery rep to schedule use of the studio.

Artists may remove or change items on exhibit in the Gallery/Gift Shop on during regular open hours at the Gallery unless special arrangements are made ahead of time. We ask artists to change out their artwork at least every 2 months. You must present ID to a Gallery rep before removing any items.

You are responsible for making sure the Gallery rep updates your inventory to show items that are being removed.

Classes and workshops

An artist may present an idea for a class or workshop to the Gallery Committee for approval. Your presentation needs to include the following information: name of your class, your experience in teaching this class, level or age of the perspective students, number of students allowed in the class, length of class, hours and days class will be offered, price for class, media to be used, and any equipment that you will furnish for the class.

Gallery will provide a classroom space with tables and chairs. All other equipment or materials must be provided by the instructor or students.

Gallery staff will have information about classes and workshops posted in the classroom and gallery and on our website. Registration forms will be kept in the Gallery office. Fees for classes will be collected in advance of class to reserve the student's place and to insure class is full.

Classes and workshops will be scheduled during regular business hours unless pre-approved by the Gallery Committee. Space for classes and workshops will be scheduled as space is available.

Cancellation of Membership

Cancellation of this agreement may be made by either party. Written notice of cancellation must be given to the Gallery prior to removing items. Gallery may discontinue rental of space at any time at the Gallery Committee's discretion. A 30 day written notice will be given by the Gallery prior to cancellation of space rent.

Membership fees will not be returned. Rental fees that have been paid in advance will be returned.

Agreement to Terms

I have read the above membership agreement, understand the terms listed, and agree to these terms for the specified period of membership.

Artist's Signature _____ Date _____

Gallery Rep's Signature _____ Date _____

Application for Artist to Show at AAWM Center for the Arts

Type of Art

Samples of your work must be approved by the Gallery Committee and membership fees must be paid before your membership is accepted.

Name of Artisan _____

Mailing Address _____

City _____ **ZIP** _____

Telephone Number _____

Cell Number _____

E-Mail _____

Website _____

Memberships – AAWM Membership is required to hang or display art in the Gallery. Rates per year are as follows:

Individual.....\$40	Seniors (60+).....\$30	Student (with ID)...\$30
Family or Couple\$60	Non-Profit.....\$60	Business\$125
Patron of the Arts ... \$300+	Lifetime Member...\$600	

Membership offers perks: Members-only events and invitations to premiers, and full access to our exhibitions and events -- but the biggest perk of all is keeping ART alive and vibrant in the White Mountains.

Gallery Space Rental Fees for AAWM Members:

Monthly Fee \$25.00 Space equal to 24 square feet*

6 Months \$150.00 Space equal to 24 square feet*

1 Year \$300.00 Space equal to 24 square feet*

If an Artist chooses he/she may pay their rent for 1 year in advance. They will get 1 month free which reduces the rent for members to \$275. Artists wanting to hang or show in less than 24 square feet will be charged a discounted rate. That rate is determined upon signing of contract.

* Artwork will be hung by the Gallery staff in a manner that is best for showing and marketing. All pieces by an artist will not be hung together in one space. Space rental period is monthly from the 1st of the month to the end of the month. A prorated fee will be charged for those renting after the 1st of a month.

Rental space is limited to the availability at the time of application. Applications will be kept on file and the artist will be notified when space becomes available.

Volunteer Hours at the Gallery

It may be possible for members to offset some or all of the rental costs by volunteering at the Gallery. An artist may volunteer hours in the Gallery on Tuesday . Saturday from 10:00 am . 1:00 pm or 1:00 pm . 4:00 pm.

Commissions for Gallery and Gift Shop Sales

A commission will be charged on all sales made in the Gallery or Gift Shop. Gallery commission is 80% to the artist and 20% to the Gallery. Gift Shop space commission is 90% to the artisan and 10% to the Gift Shop.

Rental Agreement start date is ____ - ____ - _____

Rent paid by __ Check __ Cash __ Credit Card

Rent received by _____

Notes for the Office:

Work approved by _____

Artisan Number _____

(Artist number is their initials and birth date i.e. rlh1950)