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**“Artify (verb- active) to improve the environment and life with and through art;
to experience and enrich the world through artistic actions.”**

Thank you for your interest in membership with Artify: A Creative Collective.

Artify is designed to expand artistic growth and provide creative collaboration for local artists and their allies who are committed to building our community. We have a Main Street gallery with lower level rooms that members can reserve for studio time and/or classroom space. The gallery is connected to BeeLighted, a working fiber arts studio. Our membership is growing, and we have room to include 35-45 member artists. We will strive to keep a balance of two-dimensional and three-dimensional artists with works on display to include a variety of mediums.

Members will be strongly encouraged to participate in and be available at Artify during special events, such as the “Friends and Family” nights, and “Shop The Block” weekend in November. Members are also encouraged to become familiar with the unique shops in Historic Downtown Zumbrota. Our downtown businesses work together by sharing information about all of the downtown stores and businesses and directing customers to them. Our businesses also work together on several events that encourage visitors and shoppers to come to Zumbrota. We are not only ambassadors of creativity, we are also an important part of Zumbrota and SE Minnesota arts and tourism.

MEMBERSHIP LEVELS:

There are three levels of Membership: **Full Gallery Membership, Supporting Membership, and Patron Membership.** Members of all levels will be part of a diverse community of artists and art enthusiasts with a network of information, resources, ideas, and inspiration.

FULL GALLERY MEMBERSHIP

This category is for artists who are committed to the profession of continually creating, exhibiting and selling their artwork. Artists who are accepted into the Gallery at this level pay a **quarterly fee as determined by the Member's display space requirements.** Membership at this level entitles the Artist Member to:

- Have the Member's name, artist's bio, and 1 to 2 pictures of the Member's work on the Artify website, along with a link to the Member's personal website
- Receive priority reservation for Classroom and Studio space
- Receive free or reduced admission to special events and workshops at the Gallery
- Share or publish announcements and invitations to events and exhibits both at the Gallery and at other locations via Artify's monthly e-newsletter and Facebook page
- Have the option to sell the Member's artwork on the Artify ETSY site (once available)
- Free training to develop or improve the Member's own ETSY site (once available)
- Priority participation in Seasonal Boutiques and Special Events at the Gallery
- A discount on equipment rental
- Have their name listed on the membership wall
- Receive an Artify screen printed T-Shirt or tote bag (once available)

Full Gallery Members have several display space options:

- A full flat panel wall space for 2-dimensional art measuring approximately 4ft wide by 8ft high. **\$165.00 per quarter (3 months)**
- A half flat panel wall space measuring approximately 4ft. by 4ft or 2ft by 8 ft or similar size best suited for work and spaces available. **\$85.00 per quarter (3 months)**
- 3-dimensional work (pottery, jewelry, sculptures) will be displayed in a space adequate for their medium, as determined by the Gallery Committee, not to exceed 4x8x2. **\$165.00 per quarter (3 months)**
- Combination spaces will be available for artists whose work fits both 2-D and 3-D categories. This includes both flat wall (approximately 4ft wide by 8ft high) and shelving/wall pockets available for **\$180.00 per quarter (3 months)**
- **Mixed gallery space** in addition to a paid Full Gallery Membership is for artists who have a wall space and would also like to display 3-D items in the gallery (framed art and jewelry). **\$35 per quarter (3 months)**

Artify will provide some display supplies for the artists. Display fixtures not provided by Artify must be approved by the Gallery Committee and be discretely labeled with ownership identification if brought into the Gallery for use. Artify will not be responsible for any misplaced unmarked display items.

SUPPORTING MEMBERSHIP

This level is for artists who wish to support the arts and exhibit a smaller selection of their artwork in the Gallery at Artify. *Supporting Membership art will be arranged with other Supporting Member art in mixed displays.* Membership at this level entitles the Artist Member to:

- Access to a diverse community of artists and art enthusiasts, and a network of information, resources, ideas and inspiration
- Have your name, artist's bio, and 1-2 pictures of your work on the Artify website with a link to your website
- Exhibit and sell a selection of artwork in the gallery
- Receive free or reduced admission to special events and workshops
- Share announcements and invitations in Artify's monthly e-newsletter and Facebook page
- Have the option to sell your products on the Artify ETSY site (when available)
- Receive training on developing your own ETSY site (when available)
- Promote your classes or events held here via Artify's marketing channels
- Participate in Seasonal Boutiques and Special Events
- Receive a discount on equipment rental
- Receive an Artify screen printed T-Shirt or tote bag (when available)

Supporting Member Artists Display Space

The actual number of pieces allowed on display will be determined by the size of the pieces and the available space in the Gallery (but not more than 4x4x2 of space). All final decisions regarding space and display options for Supporting Members will be determined by the Gallery Committee. **\$105. per quarter (3 months)**

PATRON MEMBERSHIP

Patron Membership is available for those who wish to support the arts and Artify.

Annual fee is \$50.00 (12 months)

Patron Membership includes the following benefits:

- 10% off all purchases in the Gallery and BeeLighted (does not include gift cards)
- Artify screen printed T-Shirt or tote bag (once available)
- Patron Member's name listed on the Artify Member Wall
- Invitations to special Members Only events and Preview Parties
- Priority reservation for classroom and studio space rental at the discounted rate

Expectations of Artist's Artwork:

Prior to submitting items to the jury for consideration, prospective members must abide by these requirements:

- All work must be original and created by the artist. No kits, strict copies, or commercial (buy and sell) merchandise, unless pre-approved
- All two-dimensional work must be presented professionally and ready to hang. It is the artist's responsibility to label all reproductions according to government regulations
- Materials used in the art must comply with endangered or toxic materials regulations
- All work must be individually priced (retail) and tagged with the artist's name
- Artists are responsible for insuring their own artwork while it is at Artify

Jurying and Acceptance into Artify:

Artists must submit their work to the Gallery's Jurying Committee prior to being accepted into Artify. Members who are expanding their area of work beyond that for which they were initially juried into the Gallery must also submit their new works in the new medium to the jury prior to placing the items into the Gallery for sale.

- Our membership year is divided into quarters: Aug.-Oct., Nov.-Jan., Feb.-Apr., and May-July. Jurying new work and new artists into the gallery will be done on the first Friday of the last month in each quarter (i.e., January 8, 2016, April 1, 2016, July 1, 2016, October 7, 2016)
- Potential members and exhibitors must submit (either in person by appointment, via CD/DVD, or by email in jpeg format) three to five works of original art for review by the Gallery's Jurying Committee
- Please clearly label your CD/DVDs or works of art with your name, complete address, telephone number, and current e-mail address
- If submissions are made digitally, please provide name, title, medium, and the dimensions for each piece. The jury may also request that the artist bring the actual artwork to the Gallery for review
- Once accepted into the Gallery, Member artists will be assigned specific gallery space at the discretion of the Gallery Committee. If an artist's work is accepted by the Jury, but space is not available at that time, the artist will be put on a waiting list
- The Gallery Committee's goal is to maintain a good balance of mediums and styles and will offer space to wait-listed artists on that basis. Please keep in mind, if you are not accepted, we may have simply had "too many painters" or "too many photographers" at that time, and you are encouraged to apply again to the jury at a later date.

Artify Obligations and Requirements for ALL Full Gallery & Supporting Members:

Once an artist has been accepted by the jury and paid their quarterly dues, they will be required to meet certain obligations and requirements as a Member of Artify.

- Members are required to provide their own insurance for their artwork.
- Our membership year is divided into quarters: Aug.-Oct., Nov.-Jan., Feb.-Apr. May-July.
- **All membership contracts are for a minimum of three (3) months (which is a quarter), and require a one (1) month written resignation notice that must be received on or before the first day of the last contract month** (meaning, July 1; October 1; January 1; May 1; which is the last possible day to submit a written withdrawal notice each quarter.) **If written notice is not received by that date, this agreement will continue for another quarter, and the artist will be responsible for the next quarter's membership dues.** The reason for this notice requirement is that it allows Artify time to search for an artist to replace you in the Gallery, without causing undue financial hardship for the remaining members of Artify.
_____ Artist Initial Here
- If you intend to resign, and give your resignation notice, you will be able to set up a mutually convenient time to remove your artwork from the Gallery. **_____ Artist Initial Here**
- Members joining mid-quarter will be charged the prorated amount for the remaining days in that quarter, and are subject to the same resignation notice requirements stated above.
- Membership dues are payable in advance of every quarter and are not refundable. If membership dues are not received by the 5th day of the new quarter, membership will be considered late and a \$10.00 late charge will be added. Membership will be considered forfeit and artist work will be placed into storage after the 15th day of the new quarter. Artify is not responsible for work left in storage. **_____ Artist Initial Here**
- New members requiring a key must pay a \$10.00 key fee. If the key is lost or must be replaced, the \$10.00 fee must be paid again.
- We use a barcode system at Artify. All Members must provide a written inventory list of their artwork when the items are brought to the gallery. This list will stay on file. The inventory list must include for each item: artwork title and description, artwork type, how many multiples of each item (if applicable), and price for each item.
- Artists are expected to clean and restock their own space in the gallery. We would like artists to bring in at least one new piece a month. Eventually, we might rotate sections of the gallery on a quarterly basis to keep it new and exciting, but each Member's artwork items will remain displayed together at all times, with the exception of Supporting Members' works, as stated above. Members will be notified ahead of time before a reorganization is to occur.

- Members are strongly encouraged to contribute twelve (12) volunteer service hours during the 3 month quarter. _____ Artist Initial Here
- Members are required to cover one (1) five hour “Artist on Duty” Gallery shift every month (3x per quarter) as explained below*. _____ Artist Initial Here

***Required “Artist on Duty” gallery shifts**

This is important, because no one sells your art better than you, the actual artist! We have a quarterly shift schedule available online and behind the counter. All Members will be REQUIRED to commit to cover one (1) shift of five (5) hours per month in the Gallery. Artists must show up for their scheduled shifts, or make arrangements in advance for another artist to cover the shift. If it is possible for the Artist on Duty to create or work on art while in the gallery, that would be warmly welcomed, as it will make our gallery unique and a fun place to be for our customers and other artists. _____ Artist Initial Here

ARTISTS WHO ARE UNABLE TO WORK A FIVE (5) HOUR SHIFT EACH MONTH MUST CONTRACT WITH ANOTHER ARTIST TO COVER THAT SHIFT. PLEASE CONTACT THE GALLERY FOR A LIST OF ARTISTS WHO ARE WILLING TO COVER A SHIFT (EITHER IN TRADE OR FOR A FEE.) YOU ARE RESPONSIBLE FOR MAKING AND KEEPING YOUR AGREEMENT WITH THE OTHER ARTIST TO COVER YOUR SHIFT. _____ Artist Initial Here

Encouraged Volunteer Service Hours

Artify is designed to be a members gallery, where all members contribute to help our gallery be successful. To help Artify grow, all members need to contribute where they can. Promoting the gallery at other events, online, and to your friends is very important. We need to let people know we are here! Artify is not a consignment shop where items are simply dropped off and then wait for the checks to come in the mail.

Members are encouraged to provide an additional twelve (12) Volunteer Hours over the 3 month quarter. These additional hours can be provided in many ways, including, but not limited to:

- Volunteering for additional Artist on Duty shifts in the gallery
- Assisting with planning and installation of special events
- Checking in new work (training provided)
- Entering our events on local event calendars (training provided)
- Leading a workshop
- Assisting an art class
- Taking photographs at an event
- Performing/Demonstrating at an event
- Designing a postcard, flyer, or newsletter
- Helping with office tasks

- Providing treats for special events
- Landscaping our flower pots (please help, Stacy has a black thumb!)
- Housekeeping
- Serving on a Collective Committee: Programing, Marketing, etc
- Many other as yet undefined activities related to promoting the arts or Artify

We are open to other proposed ways to volunteer, so please share your ideas!

Sales

- Artify Gallery will retain a 20% sales commission on all sales made on behalf of Artify.
- Artists will be paid for work sold each month within 10 days of the end of the month.
- Artists are responsible for reporting their own sales for income tax purposes. Artify will collect and pay all appropriate sales tax on behalf of the artist for all sales made through Artify.
- Artify, and not the individual artists, will be responsible for the 10% discount on Patron Membership purchases.
- If the artist chooses to give a discount or special rate to a friend or family, the gallery will take 20% off of the actual sale price.