

ARTISTS IN PARADISE GALLERY APPLICATION

The purpose of Artists in Paradise Gallery (AIP) is to provide a professional gallery space for local artists who are members of the Lower Keys Artist Network (LKAN) to exhibit and sell their work. Membership in the Gallery requires that the artist be at a minimum a part time resident of the Florida Keys.

GALLERY Application Requirements:

1. Annual membership in LKAN.
2. Submit a minimum of 3 photos or original artwork as samples of the work that will be displayed in the gallery. If you are juried in for painting, you cannot display photography. If you are not juried in for photography you cannot display photography. This work will be reviewed by the board/Jury committee.
3. After acceptance into AIP, fees must be paid before work can be displayed. Fees are as follows: a non-refundable start up fee, first and last month's rents. See page for 2 for specific amounts. **Last month's rent will not be refunded if you leave the gallery before the one year agreement.**
4. Work required shifts each month as sales person in the gallery or arrange on a monthly basis for an approved replacement. Other gallery members can work your shift or there are several approved people who can also work shifts. No other people can work shifts. Except in the case of husband/wife/parent of the artist who can be trained and approved in place of the artist. If this is the case that husband/wife/parent must be trained at the time of acceptance. The shifts are 4 hours each and the price is \$30.00 per shift if you have to pay someone to work for you. Trades can be arranged across the board with other artists for no fee. ex:, someone cannot work the month of August but will be back in September, find someone who would be able to work your August shifts in exchange you would work double shifts in September. If the exchange is for payment, you are responsible to promptly pay the person who worked your shift.
5. Abide by all decisions made by and voted on by the Gallery Committee.

NAME: _____ #MONTHS IN KEYS: _____

KEYS ADDRESS: _____

TODAY'S DATE: _____ PHONE: _____ CELL: _____

EMAIL: _____

OTHER ADDRESS AND PHONE: _____

Describe type of art to be displayed:

ARTIST FEES & WORK RESPONSIBILITY – CIRCLE ONE

FULL SPACE

HALF SPACE

First month rent:	\$180	First month rent:	\$90
Last month rent:	\$180	Last month rent:	\$90
Start up fee	\$50	Start up fee	\$25
LKAN membership:	\$25	LKAN: membership	\$25
Gift certificate donation:	\$10	Gift certificate donation:	\$10
Total Due	\$445	Total	\$240
Work shifts 3 – ½ days per month		Work shifts – share	
Wall size– 93” wide x 96” high		3–½ day with wall partner	
2–12” side panels		1–12” side panel	

3 D/ SCULPTURE/FURNITURE, ETC.

Based on price per square footage. Will discuss with artist based on available space. It is based on \$2.80 per square foot as the wall space described above

YOU CAN PLACE A LITERATURE HOLDER ON YOUR WALL OR 3D SPACE WITH BUSINESS CARDS AND/OR BIO MATERIAL, RESUME, INFO AND OR DISCRPTION ON YOUR WORK.

THE GALLERY WILL PROVIDE CARDS FOR PRICING ART, HOOKS TO HANG ART, TWO PRINT BINS FOR A FULL WALL SPACE OR ONE PRINT BIN FOR ½ WALL SPACE. THE GALLERY WILL ALSO PROVIDE A FRAMED & MATTED NAME TAG TO BE HUNG ON YOUR PRINT BIN.

THERE IS A 5% FEE FOR CREDIT CARDS SALES WHICH IS DEDUCTED FROM ALL SALES FOR ALL ARTISTS WHEN A CREDIT CARD IS USED. THIS IS THE BANK FEE AND SHOULD BE FACTORED INTO YOUR PRICING.

RENT IS DUE THE 3RD WEDNESDAY OF EACH MONTH AT THE GALLERY MEETING FOR THE UPCOMING MONTH. IF YOU ARE UNABLE TO ATTEND THE MEETING PLEASE MAKE SURE TO LEAVE YOUR CHECK BEFORE THIS DAY IN THE TREASURERS FOLDER IN THE FILE CABINET. CHECKS FROM SALES WILL BE DISTRIBUTED DURING THE FIRST WEEK OF THE MONTH. IF YOU ARE NOT PRESENT AND YOUR RENT IS CURRENT YOUR CHECK WILL BE PLACED IN YOUR FOLDER IN THE FILE CABINET,OR IF YOU WOULD LIKE YOUR CHECK MAILED TO YOU, LEAVE A SELF STAMPED ENVELOPE IN THE TREASURERS FOLDER SO SHE CAN MAIL IT TO YOU. IF YOUR RENT IS NOT CURRENT YOUR SALES CHECK WILL BE HELD UNTIL RENT IS PAID.

THE GALLERY IS A DRUG FREE AND SMOKE FREE ENVIRONMENT. PLEASE BE CONSIDERATE OF ALL AROUND YOU.

ARTISTS AGREEMENT

WORK:

1. All displayed work must be your original work (prints allowed).
2. Displayed work must be properly framed or finished. If gallery wrapped no staples can be visible.
3. 2 print bins per full wall space or one per ½ wall. All prints must be matted, bagged or shrink-wrapped.
4. 3 Dimensional artists must display on provided or approved stands.
5. All artwork must have title/pricing cards provided by the gallery. The exception to this rule is for 3D work that is small or has no way to attach the card, then they can use a smaller price tag. However all work must have price, medium and artist name. The work must be clearly marked in order for everyone to understand whose work is whose, so that you can receive your payment properly. Be sure that even your small items such as cards are clearly marked with your name, if not it will go as a donation to the gallery.
6. No displays can extend out from the wall more than 12 inches.

WORK RESPONSIBILITY:

1. Each artist is responsible for working his or her scheduled shift in the gallery or find a substitute, for the price of \$30 per shift. Trading is permitted but DO NOT change anyone's name on the calendar until the trade is confirmed with all parties involved. Once the schedule is marked "FINAL" the chairman should be notified of any changes thereafter so no days go uncovered. An artist who fails to work or find a substitute shall be charged \$30 per shift and if they habitually fail to cover their shifts, will forfeit their deposit and last months rent and be dismissed from the gallery. Special consideration will be made to help artists fill out his or her responsibility with the approval of the board. Any artist can take a picture of the calendar to use for making scheduling changes.
2. The artist on duty must comply with the gallery's published hours for being open. November through May, 10 AM to 6 PM every day. May through October 10-2 Sunday and Mondays, Tuesday through Saturdays, 10-6.
3. Artists on gallery duty should wear professional Keys attire and can wear a name tag identifying them.
4. Artists should be aware that from time to time, volunteer duties are expected of all gallery members. It can take the form of working an unexpected extra shift on a volunteer basis, cleaning, phoning, attending and helping out at Gallery functions or other duties that may arise from time to time. Generally a request

for volunteers will be sent out via email or at a meeting. Everyone is expected to do 12 hours of volunteer work each year. If you feel you cannot meet these obligations you can opt to buy out for \$100.0 if approved by the board. It is also suggested to keep a record of your volunteer hours and will be asked to present them to the board at anytime.

5. The goal of the Gallery is to keep awareness of the Gallery & its artists in the public consciousness. In pursuing that goal we try to do as many events as possible during season and a few during the slow season. Gallery members should attend as many events as possible, as it is in each artist's best interest to be seen and interact with our local clientele. Many of these functions involve making a topical piece of art for that specific show, each artist is strongly encouraged to participate in these projects adding their own unique talents and spin to the event.
6. All artists should be familiar with the other artists work in order to inform customers and help answer their questions. If you have questions ask or call the other artist. Also periodically make sure to be familiar with all the art on the wall, so if someone comes in and asks for a painting of pelican you know who has art work with a pelican, etc.
7. Each artist is responsible for writing up sale tickets correctly; any mathematical errors will be the responsibility of the artist who wrote up the sales ticket.
8. No photography is allowed in the gallery – be aware of cell phones – they all have cameras.
9. Each year an annual donation of \$10 is required of each artist. This goes into the request for the donations account. When we are asked for donations we will be giving a gift certificate from the Gallery that will come out of this fund. When we run out of funds each year we will be unable to donate any further to charitable causes unless artists donate a piece of art. This does not include any special gifts that the gallery would be presenting to a fellow artist.

DISPLAY SPACES

1. Spaces are assigned and rotated per the published schedule every 6 months. (2X a year)
2. Artist may change work in their space at any time and are encouraged to do so. If the art work is not what you presented when accepted into the gallery, the new artwork needs to be judged in and approved by the board and members of the committee.
3. Artists will be called whenever they make a major sale, anything over the \$10.00. That artist is expected to fill the empty space promptly. The person making the sale is responsible for moving the art around so there is not an empty space on the artist's wall, making the wall look full again.
4. No artist shall place his or her work in another's artist' space unless approved by that artist and the gallery board members. Wall partners are accepted to equally share their space and work together to maintain a professional working relationship. This scheduling change is between the 2 artists and **should not** extend to any other members of the gallery or to expect it to be administered by any of the board members unless otherwise warranted.

MEETINGS AND RENT:

1. A business meeting will be held the 3rd Wednesday of each month at 6 pm in the gallery unless otherwise scheduled.
2. Next month's rent is due each 3rd Wednesday whether there is a meeting or not. Checks for sold art will be distributed the first week of the month, placed in your folder or sent by self stamped addressed envelope.
3. Rotation of artist spaces will occur 2 times a year in April and November. Attendance is mandatory at these meetings. If the artist cannot attend, he/she must provide for another artist or friend to move the art for a fee of \$30 or an exchange between artists. It is the responsibility of the artist to take care of this move of artwork in advance of the meeting.
4. If an artist is more that 60 days in arrears they will not receive payment for sold art until rent is current. After 90 days the art will be removed and another artist will take the space. Art will be stored for 30 days after which it will be donated to a worthy cause.
5. When leaving the gallery a minimum of 30 days notice is required. Last months rent will be forfeited if this notice is not given.
6. Accepted artists must sign the "Artists Agreement" and pay the required amount for their space. If for any reason the artist leaves the gallery before the one-year contract is up the last month's rent will be forfeited.

GALLERY RULES MAY BE REVISED AS NEEDED. IF A MEMBER PROPOSES A REVISION IT SHOULD BE SUBMITTED IN WRITING TO THE GALLERY BOARD FOR CONSIDERATION AT THE NEXT MEETING AND DISCUSSED WITH ALL GALLERY MEMBERS. AT THAT TIME IT WILL BE VOTED ON BY THE ENTIRE GALLERY MEMBERSHIP. THE GALLERY BOARD WILL RESOLVE ANY MATTERS NOT COVERED IN THESE RULES.

I HAVE READ AND UNDERSTAND THE REQUIREMENTS OF MEMBERSHIP IN ARTISTS IN PARADISE GALLERY AND BY MY SIGNATURE AGREE TO FULFILL ALL REQUIREMENTS THAT MY MEMBERSHIP ENTAILS. I FULLY UNDERSTAND THAT IT IS MY PERSONAL RESPONSIBILITY TO ENSURE THAT MY WORK SHIFTS ARE COVERED EACH MONTH AND EVEN IN THE EVENT OF AN EMERGENCY NEED TO COMMUNICATE WITH SOMEONE TO ENSURE THAT MY SHIFTS ARE COVERED. IT IS NOT THE RESPONSIBILITY OF THE GALLERY BOARD/COMMITTEE TO FIND SOMEONE TO COVER MY SHIFTS. I UNDERSTAND THAT UPON ACCEPTANCE INTO THE GALLERY I WILL BE GIVEN A CURRENT LIST OF GALLERY MEMBERS AND THEIR PHONE AND EMAIL ADDRESSES AND THAT IF I AM UNABLE TO FULFULL MY WORK RESPONSIBILITY, I UNDERSTAND THAT I CAN CONTACT ANY OF THE ARTISTS ON THE LIST TO REQUEST A SHIFT TRADE OR TO REQUEST SOMEONE WORK FOR ME IN EXCHANGE FOR \$30 PER 4 HOUR SHIFT. I UNDERSTAND THAT NOT FULFILLING THIS RESPONSIBLEITY CAN BE GROUNDS TO BE ASKED TO LEAVE THE GALLERY AND IF I AM AKSED TO LEAVE BECAUSE OF NOT FULFILLING MY OBLIGATIONS TO THE GALLERY THAT I WILL FORFEIT MY LAST MONTHS RENT.

SIGNATURE: _____

DATED: _____

ONE-YEAR TERM BEGINS: _____