

Stanly Arts Guild & Gifts

RULES AND GUIDELINES FOR ARTISTS

1. **Guild Store Organization:** The Guild retail space is managed by an elected Director and representatives of the various working committees that direct the retail store activities. The Guild store Director is elected by the Guild membership annually and is a member of the Board of the Stanly Arts Guild.
2. **Membership:** Guild retail members must maintain membership in the Stanly Arts Guild, renewed annually, and stay current on Guild retail space fees. All paperwork must be turned in and all fees paid before work can be exhibited.
3. **Jury Process:** Artists wishing to have their work displayed and sold in the Guild store must be approved through the jury process. This includes new art forms for exhibiting artists. The Jury Committee is made up of at least 3 Guild members representing diverse mediums. They evaluate the quality of workmanship, readiness for sale and display and appropriateness of the art for our store. They will convene as soon as reasonable to review new work. Approval is by majority vote of the Jury Committee. Jury forms are available from the Guild. Artists will be notified on the results of the jury process and a record of the process is kept on file for all member artists.
4. **All Art Must Be Original:** No craft kit items or reproductions are permitted. We only accept fine and high quality traditional crafts. We do accept prints made from your own work and note cards of original design. All displayed work must be either for sale or for orders to be taken.
5. **Placement in the Guild Store:** Prior to setup new artists will meet with a member of the Design Committee to discuss placement of work. No displays will be setup until all paperwork is completed and fees are paid. Three dimensional artists and those wishing to use free standing displays may provide their own display furniture, if approved by the Design Committee, or may arrange to use a fixture or furniture owned by the Guild.

Allocated space for each artist will be approximately:

- 4 or 8 linear feet of wall space or 2 sides of a 4-sided column (4') or 1 4-sided column (8'), for 2-dimensional work.
- A pre-determined space on the showroom floor based on the medium and volume of work.
- One jewelry case for jewelry artists or small item artists (equal to a 4' space).

Artists need to determine the amount of space they will need, based on the work to be displayed.

Artists seeking additional allocated space will be assessed additional fees per month based on the provided space and must have prior agreement from the Guild store Director.

6. **Guild Store Fees:** Artist members will be assessed \$45 or \$90 for 3 months, (4' space at \$15 per month = \$45; 8' space at \$30 per month = \$90), to be paid quarterly. Members will be invoiced on the 1st of March, June, September, and December. This fee may also be paid

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biannually or annually. Checks should be made payable to “Stanly Arts Guild.” Cash and credit cards are also accepted for these fees. These fees are always due on the first day of each quarter: January, April, July, & October. Fees will be considered past due on the 30th of the stated payment month. Members who are behind in payment of these fees will be contacted. Any member who remains behind in payment for one quarter will be asked to remove their work from the Guild store. Outstanding monies owed to the Guild store for fees may be taken from sales owed to the Artist/Member.

7. **Guild Commission:** A 15% commission will be deducted from each item sold and goes to cover the operating expenses of the Guild store including credit card fees. The Guild will collect sales tax and remit it to the state. Checks for items sold will be available in the artist’s folder no later than the 15th of the month following the sale.
8. **Special Orders and Commissioned Work:** Sales that are made as a result of your direct involvement and promotion in the Guild store are to be processed through the Guild store and are subject to the same commission rate, currently 15%.
9. **Work Requirements:** Artist/Members renting a display space are required to work in the Guild store for a minimum of 2 shifts each month. **Members are required to find their own replacement should they have to cancel or change a scheduled work time.** If a Guild store member misses one or two shifts in a month, those shifts must be made up in the following month. Failure to meet this requirement for 2 consecutive months without prior approval will result in removal of your work. There will be no refund of paid dues.

All working artists are required to give notice of at least 30 days if they choose to leave the Guild store.
10. **Display/Sell with No Work Requirement:** Arrangements will be made for juried artist/members who wish to display and sell their work in the Guild store without the requirement of staffing the Guild store. Artists wishing to make this arrangement will be charged triple the base monthly rent, (\$135/quarter @ \$45 per month for 4’ space; \$225/quarter @ \$75 per month), for a standard allocation of space, (4’ space or 8’ space), and must give notice of at least 30 days if they choose to leave the Guild store. (Non-working artists that committed to work will be billed 3 times the normal space rent per month/quarter.)
11. **Leaving the Guild Store:** Artist/members choosing to end their agreement with the Guild store should submit notification in writing or email to the Guild store Director at least 30 days prior to departure. Outstanding fees, if there are any, will be deducted from the final artist check.
12. **Abandoned Items:** Any work or display items left behind upon departure or jury submission will be considered “abandoned” after 30 days and will become property of the Stanly Arts Guild.
13. **Rotating Work:** All displayed work must be either for sale or for orders taken. Artists are encouraged to rotate their work in and out of the gallery every few months. Items displayed for over one year must be removed.
14. **Guild Store Design Committee:** The Guild store Design Committee is responsible for keeping the look of the Guild store fresh and inviting. The Design Committee reserves the right to use your work in the windows and general spaces for the enhancement of the Guild

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store, and adjust your display to improve the overall esthetic of the Guild store layout or to meet any fire code requirements. It is the responsibility of the artist/member to communicate any special needs with regards to the movement of their work to the Design Committee upon setup in the Guild store. Work may also be removed temporarily from the Guild store for advertising purposes at an alternate location. Work will be inventoried and permission from the artist will be obtained prior to the item be used and/or removed. Materials, colors, and props, as well as signs, must meet the approval of the Design Committee prior to setting up a display.

15. **Appropriateness of Art:** Stanly Arts Guild is a non-profit public service organization. The Guild hosts programs for small children and a variety of community and faith based organizations. As you select your work for sale, consider our viewing public so as not to offend our guests. The Guild store Director and/or the Design Committee may ask you to remove any piece deemed inappropriate for our retail store.
16. **Inventory:** Artists are responsible for preparing and updating their inventory sheets with address, phone numbers, and inventory changes. Artists must also tag their items in an attractive and consistent manner with the artist number, inventory number and price as a minimum.
17. **Guild Store Liability:** Although all work will be treated with great care, the Stanly Arts Guild cannot be responsible for theft, breakage or damage.
18. **Promotion and Advertising:** The Guild uses print advertising, website presence and social media to advertise our venue. It should be understood that images of your art or your person may be used from time to time for publicity. If you have any concerns about using images of your work, please inform the Guild store Director upon acceptance in the Guild store.
19. **Remote Displays and Venues:** The Guild works to increase the exposure of your work in the community. With your approval we will sometimes arrange display of your work at local events, public venues and businesses. Sales made during these sponsored events are still subject to our standard commission and sales tax remittance.

MEMBERSHIP RESPONSIBILITIES

All Guild store retail artist/members must be members of the Stanly Arts Guild in good standing. Those seeking membership in the Guild store shall apply to a jury composed of Stanly Arts Guild members.

New members of the Guild store will be on a probationary period for 3 months upon receipt into the Guild store. During this period, members should become competent and comfortable with carrying out the responsibilities of managing the Guild store during their shift, working with other members and volunteers and carrying out other duties as assigned. Artist/members are assessed by the store Director during this probationary period as to their competency to meet the expectations needed to represent the Stanly Arts Guild in this venue. The Guild store Director and committee representatives reserve the right to terminate memberships of artist/members who fail to demonstrate these core competencies during and/or at the end of this probationary period.

1. A member shall pay his/her Stanly Arts Guild membership dues upon acceptance into the Guild store.
2. Once accepted, artists shall pay a quarterly display fee to the Stanly Arts Guild.
3. A member must work the required shifts each month staffing the Stanly Arts Guild & Gift store, (unless arrangements have been made otherwise with the Guild store Director).
4. A member shall make or compose his/her own craft.
5. Members are responsible for presenting new mediums for jurying prior to display and inventorying into the Guild store.
6. Members must maintain consistent quality in craftsmanship equivalent to the items juried.
7. Members must comply with Guild policies and procedures.
8. Members should present a professional appearance and demeanor whenever they are representing the Guild to the public.
9. Members should supply an artist biography for display in the Guild store and for marketing and promotion.

_____ I have read & understand the **above membership responsibilities** for artist/members and understand that failure to abide by these may result in my work being removed from the Guild store.

_____ I have read & understand the **above rules and guidelines for artist/members** and understand that failure to abide by these may result in my work being removed from the Guild store.

Name _____ Date _____

Signature _____

Retail Artist Copy

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Name _____ Date _____

Signature _____

GUIDELINES FOR INVENTORY AND DISPLAY

We seek to offer quality products in professional displays. To insure uniformity throughout the Guild store follow these guidelines.

The Director may assign a new member a display space that fits the volume of work already displayed in the Guild store. Each member's space will not be equal but will be adequate for displaying that member's work. Members should maintain a 'full look' in their assigned display areas at all times. Periodically, the Guild Design Committee and/or the Guild store Director will rearrange displays and/or artwork at their discretion in an effort to refresh the space. There is no guarantee or reserving of Guild store space.

1. The artist must assign a number to every art item or group and list it uniquely on the regular inventory sheet or the duplicate item inventory sheet. It is impossible to insure that you will be compensated for sales otherwise. Print in a clear hand. Consolidate entries to one or two sheets if possible.
2. Frames and glass must be clean and sturdy. For secure hanging, we require proper wiring. No monofilament line. No saw tooth or cardboard tag hangers. No raw edge glass frames.
3. Matted work, (prints or originals), are to be secured with shrink wrap or acetate sleeves that fit tightly.
4. Completed pricing tags are to be secured to the right bottom corner of all flat work. We also suggest you tape information on the back showing artist's name, inventory number, (artist number-item number), and price.
5. Note cards must be in appropriate sleeves (fold-over or zip lockable style) available from craft and art supply companies -- not in sandwich bags. The sleeves should fit tightly or be adjusted to proper size. Sets of multiple cards should be in boxes or tight sleeves.
6. Jewelry artists are responsible for supplying boxes or organza bags for the purchase of their items.
7. The Guild Design Committee has the full responsibility to decide acceptability and appropriateness of display spaces and to enforce all display rules.

INSTRUCTIONS FOR INVENTORY and TAGS

Print all information in a clear neat black pen to assure the volunteer creating your barcoded price tags can understand your inventory and Guild artist members and volunteers can credit/inventory your account accurately.

Inventory Sheets

1. Inventory Sheets are to assist SAG in entering the retail artist inventory into the barcoded inventory ready to for sale.
2. Fill in your assigned vendor number when your work was juried.
3. Fill in all contact information.
4. List each unique piece of art, large and small, with corresponding item (SKU) number, description and price. Each unique item/price will have a separate item (SKU) number.
5. The “Inventory Sheet for Duplicate Items” can be used for multiple items that are indistinguishable in price and description. We shall call them a GROUP. Each GROUP shall use the same item (SKU) number and price. Grouped SKUs/items do not have an inventory par level (amount of items) listed until the retail vendor specifies that they would like to have a limited number in inventory. For example: if vendor A regularly restocks and does not want to inventory their prisms, no inventory limit will be set. If vendor B has a Group of 12 items only and wants to know the inventory of those items, they will set an availability of 12 for that item (if they restock, they will need to count and adjust their available inventory in order for their item to be not “sold out”.)
6. The item (SKU) number and price must be on all items in order for them to be placed into the SAG inventory for item barcodes. SAG will provide price stickers with barcodes for Vendor Inventory Items. The size of a barcoded sticker is: 1 inch x 2-5/8 inches (address label size).

Examples of both inventory sheets follow this page.

1. SAG will provide price stickers with barcodes for Vendor Inventory Items. The size of a barcoded sticker is: 1 inch x 2-5/8 inches (address label size).
2. Tags may be attached to each object with the barcode label, as long as the barcode and information can clearly be seen. The tag may be either tied onto the item or taped, or if the sticker is used, it should be placed on the item so as not to detract from the beauty of the item.

A tag example is shown below.

Retail artist numbers are 2 digits (ie: Vendor 8 is 08 on a label)



Brief Item Description on label: more detail can be given that will show on a digital receipt