

# The Gallery On Sixth

Exhibitor Application

Full Name (Please Print) \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zipcode \_\_\_\_\_

Phone \_\_\_\_\_

Cell \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

Website \_\_\_\_\_

Media(s). What media do you work with?

\_\_\_\_\_  
\_\_\_\_\_

What other galleries do you currently show your work?

\_\_\_\_\_  
\_\_\_\_\_

What is your average price range?

\_\_\_\_\_

What is the range of image or works size?

\_\_\_\_\_

If accepted would you be willing to serve on a committee to review new applicants work for consideration? Yes No

If accepted would you be willing to participate in at least one charitable show a year and donate 50% of your sales? Yes No

If accepted would you be interested in a non-mandatory monthly meeting of all exhibitors for the purpose of networking and discussing ways to improve the gallery? Yes No

If accepted would you be willing to donate one day every 4 to 6 weeks to work in the gallery? Yes No

## Guidelines to exhibit

- \* All work presented in the gallery must be entirely the work of the artist.
- \* No kits or commercially produced works will be accepted.
- \* No dealers, imports or baked goods will be allowed.
- \* Works cannot infringe on the copyrights of others.
- \* Works cannot be offensive in nature.

## Rules and Requirements

- \* All artist will notify TGOS immediately if contact information changes.
  - \* If you wish to provide your own display it must be approved by TGOS prior to Installation.
  - \* Each artist will be encouraged to provide a bio w/picture to be displayed with their work.
  - \* All artist will be encouraged to provide business cards for patrons who wish to contact the artist.
  - \* All artist are expected to maintain professionalism individually and as a group.
  - \* Be courteous and respectful to other artist and patrons in the gallery.
  - \* You may not disturb or re-arrange another artist display or the window displays without permission.
  - \* No signs are to be taped to the front windows, TGOS will not put flyers out for outside events anywhere in the store with the exception of member involvement.
  - \* All artist are expected to maintain the level of quality that was originally presented.
  - \* All artist are expected to keep their space full of work, to check frequently if additional work is needed.
  - \* Artist are accepted based on the art they submit to the jury committee. If an artist wishes to explore a new medium, they must present samples to the committee for approval.
  - \* If the gallery has open spots, an artist may be asked for additional work to display on a temporary basis at no additional charge.
  - \* All artist agree to participate in all shows at TGOS.
  - \* No artist at any time shall commit TGOS to any financial obligations without the written permission of TGOS.
  - \* Each artist shall release TGOS from any liability that might arise in the handling, care or custody of their work while it is on display or in possession of TGOS. Each artist understands that due care and reasonable security will be provided while their work is on display or in the possession of TGOS.
  - \* Each artist will at their own discretion obtain and maintain insurance on their own work.
  - \* Each artist will notify TGOS of any works brought in or removed from the gallery.
- That a running inventory will be kept and signed off on by both the artist and TGOS.

## 2-D Works

- \* All 2-D art must be matted, mounted or framed. Canvas must be museum mounted (no staples on edges and not left white)
  - \* All framed art must be ready to hang.
  - \* All prints and note cards must be in jackets.
  - \* Contact information about the artist must be included on the back of your work.
  - \* Title cards will be provided for you to fill out with title, name of artist and price.
- These will be uniform throughout the gallery.

## Fiber art

Fiber art must be clean in presentation with a viable means of hanging.

## Jewelry

- \* All jewelry must be designed and assembled by the artist. Purchased chains Cords and findings are acceptable.

## Website

- \* As a participating artist you will be included on the TGOS website with a link to Your own website if you have one. We request a link back to TGOS site.
- \* Each artist will be allowed to show 100 works on the TGOS website.

## Sales

### Credit/Debit Cards:

Each artist/craftsperson will be required to have a Pay-Pal account or their own method of accepting credit/debit cards. When a sale is made, 100% of the payment will be made directly to the artist/craftsperson's account on file including sales tax if it is made through the gallery or a in-state internet sale. If it is a out of state internet sale, then the sales tax will not be collected. It will be the responsibility of the individual exhibitor to report and pay the sales tax. To do this you will need a sales tax permit from the state.

Checks:

It will be up to each exhibitor to decide if they are willing to accept checks. If you accept checks then it will be made out to you for the full amount plus tax. The check will then be either mailed to you or held for you to pick up. If the check fails to clear the bank, it will be your responsibility to pursue the person writing the check and not the galleries. We will make every attempt to get all the pertinent information such as but not limited to, drivers license number, and phone, place of employment ect.

Cash:

The gallery will accept cash on your behalf and hold it for you to pick up. If you are an out of town artist, we will mail you a check within 24 hours.

Rates

Panels	4' x 8'	40.00 per month.
	4' x 4'	25.00 per month.
	2' x 8'	25.00 per month.
	2' x 7'	20.00 per month.
	2' x 3'	10.00 per month.
Window Cubes		6.00 per month each with a 5 cube min.
Window ledge		6.00 per sq. ft. with a \$25.00 min.
Floor Space:		1.25 per sq. ft with a \$25.00 min.

Each artist agrees to pay the required fee for space leased by the first of each month. Payments will be considered late and subject to a \$10.00 late fee after the 5th.

Amount and type of space requested \_\_\_\_\_

Length of lease \_\_\_\_\_

*One year agreements paid in full will receive a 10% discount.*

I would like to submit the following works:

Item 1 \_\_\_\_\_

Item 2 \_\_\_\_\_

Item 3 \_\_\_\_\_

Item 4 \_\_\_\_\_

*A website address may be submitted in place of picture submissions.*

I \_\_\_\_\_ have read, understand and agree to abide by all guidelines, rules and requirements.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

Accepted by TGOS by:

\_\_\_\_\_

\_\_\_\_\_  
*Date*