



P.O. Box 1033, St. Albans, VT 05478

**MEMBERSHIP AGREEMENT FORM for April 1, 2023 - March 31, 2024**

**NAME:** \_\_\_\_\_  
(As you would want it to appear in all AIR materials)

**BUSINESS OR STUDIO NAME:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**WEB SITE:** \_\_\_\_\_

**CATEGORY / DESCRIPTION OF ART for which you are currently juried and accepted:**

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

**As a member of the Artist In Residence Gallery I agree to:**

**Pay a Membership Fee:**

- **Artistic: Membership Fee \$450 per year and a 10% commission on sales.**  
First \$225 payment is due March 1<sup>st</sup>, 2<sup>nd</sup> \$225.00 payment is due April 1<sup>st</sup>.
- **Creative: Membership Fee \$225 per year and a 20% commission on sales. Each year the number of Creative memberships is limited to 20% of the total membership. If there are more than 20% Creative requests, then memberships will be assigned on a lottery system.**  
Payment of \$225 due on March 1<sup>st</sup>.

**Membership fees will be prorated for any first year member who joins after April.**

(All checks should be made payable to Artist in Residence Gallery and mailed to PO Box 1033, St. Albans, VT 05478)

**Work at the gallery for the required days per membership year. (See separate sheet to list possible workday choices)**

- Artistic Membership – minimum of 6 days/7 if needed**
- Creative Membership – minimum of 4 days**

If circumstances do not permit working the required workdays, **it is your responsibility to find replacements or to switch shifts.** Please e-mail any changes to [artistinresidencegallery@gmail.com](mailto:artistinresidencegallery@gmail.com). Failure to show up for an assigned shift may result in a \$75 charge. If you miss more than one work shift your membership could be terminated.

**Complete a W-9 form and return it to AIR in a secure envelope.**

**Be a Featured Artist for one Month.**

- Three to four artists will be featured at an open house reception the first Thursday of each month from 4:30 to 6:30pm. At the reception each artist will have 5 to 10 minutes to discuss artwork and inspiration. During the featured artist month, the opportunity will be given to display artwork at the front of the gallery. These spaces allow additional artwork to be displayed. As a featured artist, attendance is expected at the reception in your honor, you are required to share in the cost of refreshments, and to help with the clean-up after the reception.
- When bringing in new artwork to be displayed, it is important that you send an email to [artistinresidencegallery@gmail.com](mailto:artistinresidencegallery@gmail.com) to have wall cards made 5 days in advance (include name of piece, medium, and price). Also, when sending new images of your artwork to be displayed on Facebook or Instagram, please send them to [artistinresidencegallery@gmail.com](mailto:artistinresidencegallery@gmail.com).

**Abide by the guidelines established for exhibiting artwork.**

- All hanging artwork must be tagged with an AIR sales tag and a barcode on the back in order for the sale to be processed. Wall cards are required for all hanging items. Wall cards must be requested in advance from [artistinresidencegallery@gmail.com](mailto:artistinresidencegallery@gmail.com).
- Be careful attaching barcodes. Tape, wrinkles, or writing on the barcodes interfere with scanning. Any item missing a barcode cannot be sold.
- Barcodes must be requested at [artistinresidencegallery@gmail.com](mailto:artistinresidencegallery@gmail.com) using the gallery provided spreadsheet.
- All work for the walls must be attractively framed, front and back, and prepared for secure hanging. Wire on back preferred.
- Gallery wrapped canvas is required if not framed.
- AIR price tags and barcodes must be attached to all three-dimensional art.
- Price tags are provided at the gallery.
- Each artist has an individual space and is limited to that space.
- Members' work is rotated each month on the Sunday preceding the featured artists' reception. This will include moving the work of the previous and next featured artists' work and moving other members' work as needed to maintain a fresh look in the gallery. As a result, art location may be rotated periodically. All work displayed will be for sale with the exception of your featured month, where additional NFS items may be displayed.
- Abide by all space and display expectations and limitations.

**Provide an Artist's Biography, Artist's Statement and Images of Artist's Work in digital format.**

- The artist biography will be used to provide information about the artist which may be used in promoting artwork and the gallery. It will also be on display in the **artist bio's notebook** in the gallery. In addition, artists need to provide an artist statement to be used in PR, social media, and for featured artist.

**Change and refresh** artwork periodically in order to keep exhibits interesting.

**Follow guidelines for artwork exhibited at AIR**

- All work must be original and handmade.

- Note cards are allowed when they are in your juried medium. Card racks are provided by the gallery.
- Prints may be displayed in your space with a limit of two racks per Artistic member and one rack per Creative member. Racks are provided by the gallery. Availability of racks for 2D member's prints depends on location in the gallery.
- All artwork on display must be for sale. Exceptions are made for work displayed as a Featured Artist.
- Only artwork in the juried medium is allowed in the gallery space.
- **Gallery 2-D Wall Space**
  - **Artistic member** - is approximately 5 to 6 linear feet.
  - **Creative member** - is approximately 3 linear feet.
- **Mixed Media Space (Both 2D and 3D)**
  - **Artistic member** - is approximately 4 linear feet wall space with a 4-shelf unit.
  - **Creative member** - is approximately 3 to 4 linear feet wall space with a 3-shelf unit.
- **3D Space**
  - **Artistic member** - Minimum of 4 shelves on a shelf unit.
  - **Creative member** - Minimum of 2 shelves on a shelf unit.
- Any new medium artwork must be juried and approved by the board before displaying.
- Jewelry displayed at the gallery must be on a jewelry display mannequin or in a box.
- No items can have a sale sign.
- **Complete Workdays at the Gallery**
  - Accurately and professionally perform retail sales of the gallery paying special attention to required paperwork for the operation of the gallery.
  - Maintain a clean, appealing atmosphere in the gallery at all times, including cleanup of dirt, footprints, dust and smudges.
  - Maintain wheelchair accessibility throughout the public space and remove all trash at the end of the day.

**Participate**, when possible in gallery maintenance, fundraising and committees committed to the improvement of the gallery through marketing, community liaison or grant writing.

**Follow** group communication protocol, adhere to the bylaws and policies of the gallery and promote the gallery in a positive and welcoming manner. Notify the Board of Directors via the AIR e-mail if problems or misunderstandings arise.

**Provide** new digital photographs of artwork frequently to be posted on Facebook and Instagram, as well as sharing on personal social media pages.

**Agree** to follow all Vermont State Health Department and CDC recommendations for COVID 19 and health advisories while doing business with AIR. Other restrictions may be implemented by VDH, including closing AIR if required and/or limiting the number of people in the gallery.

**The Artist In Residence Gallery will:**

**Provide** new members with a Welcome Packet including Frequently Asked Questions.

**Provide** a professional, clean and well-lit area for display of artwork.

**Manage** a Member Sales Staff, providing all necessary equipment and training for retail sales of artwork.

**Pay** appropriate sales taxes for all sales at the gallery.

**Provide** opportunity to offer AIR-sponsored classes or workshops.

**Provide** each member with a 1099 form if their sales minus commissions exceeds \$600 for the year.

**Share** gallery information and art-related community information that may be of interest or benefit to members.

**Notify** members of problems and or misunderstandings that may arise.

**Manage** financial matters related to operating expenses of the Gallery.

**Provide** members with a Feature Artist Month and an art reception the first Thursday of the month.

**Maintain** professional and respectful standards regarding member correspondence and information sharing.

**Abide** by the Bylaws. Review and update Bylaws periodically.

**Pay** all artists monthly for the sale of work minus commission.

**Update** Social Media pages frequently with the help of the membership for marketing purposes.

**Continue** to hold fundraising events.

**Acquire** liability insurance only. (AIR is NOT responsible for loss due to damage or theft.)

**Provide** members a report of their sales at the end of each month

**PROVIDE video surveillance using in-gallery cameras.**

**I hereby certify that I have read, and have retained, a copy of the details of the above membership agreement and that I agree to follow them. I understand that failing to comply may result in termination of my membership. I understand that this membership is valid during the current membership year. (April 1, 2023 – March 31, 2024)**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Date rec'd** \_\_\_\_\_

**Payment rec'd** \_\_\_\_\_