

Locally Grown Gallery Member Information Packet

Jurying into Locally Grown Gallery (LGG)

About Our Organization:

Locally Grown Gallery is operated as a cooperative. We are an arts/craft organization devoted to selling our artistic products and artistry and promoting our members work to the general public. Our members are involved with the day-to-day operation of the gallery, as well as its policy making. The gallery is staffed by members during our open hours. All members are expected to work **a minimum of one 3-hour shift per month**, unless prior arrangement has been made. (We are a cooperative, so we are very understanding about unexpected life events, like sickness.) Members pay both dues and commission, which is on a sliding scale, dependent on the number of shifts worked during the month by the member artist. For a non-working member, the commission levied by the gallery is 40%. **LGG receives a sliding scale commission on all sales.**

General Guidelines: The LGG Standards Committee meets as needed to jury new members.

- We accept both **traditional and contemporary crafts**.
- **All work must be handmade** (i.e., designed and made by the applicant using appropriate tools and materials, not made from a kit).
- Crafters should consider the **safety of the customer** in the design and execution of their products (let's not poison anyone!).
- **Include labels on each juried item** (see Jury Application Form for details).
- You may only jury into one art/craft category per application.

The Standards Committee will look for the following:

- **Creativity** within the category
- **Craftsmanship** – all work must present a consistently high level of craftsmanship (i.e., at an intermediate level or above in the craft)
- **Consistency in technique and appearance**
- **Design and Originality:** existing patterns, traditional or recent, should show the creativity of the crafter in the use of materials and colors
- **Appropriateness** for the LGG (we do not duplicate items already juried into the gallery)

Jurying In:

- You need a copy of the Jury Application form and the Member Information packet.
- You may apply in only one category per jury review; if applying in multiple crafts, separate applications and fees must be submitted for each category
- Completely fill out the jury application and artist biography forms.
- Prepare at least three (3) samples of your finished work:
 - Include packaging, labeling, and pricing that you would use if you were to sell in the gallery
 - Package entries carefully. Fragile items must be marked.
 - Deliver the forms and the jury fee along with your finished work to LGG.

The non-refundable jury fee is \$10 per application, to be submitted at the time of application.

You will be notified (usually by via telephone) of acceptance or non-acceptance as soon as the jury convenes, usually within **two to four** weeks. All Standards Committee decisions are final; however, if you are not accepted, we will be happy to provide an explanation.

All items must be picked up within two weeks following notification. Work not picked up in a timely manner is considered abandoned art, which we will eventually sell to help support the gallery.

Current juried members in good standing may jury into a different category without an application fee.

WHAT ARE MY OBLIGATIONS IF I AM ACCEPTED?

Be a timely dues paying member of LGG. Current dues are \$10/month usually paid annually or biannually (6 months), but we'll work with you.

Dues are pro-rated based on the month you join the gallery. You are only expected to pay dues for the months you are an actual member.

Members are expected to contribute to the cleanliness and maintenance efforts of the gallery. If you become a member, we do need your help and involvement. Vacuuming, dusting, carpet sweeping, emptying the trash, and such are shared responsibilities. Do not, however, take it upon yourself to ever rearrangement the gallery on your own. You are more than welcome, to rearrange your own work within your existing space at any time, but please make it look nice. Have a suggestion or a problem with space? Bring it up at a monthly meeting (currently the 3rd Wednesday of each month at 2 p.m.). Or contact a member of the space committee.

Please don't be late with your dues. They help us meet our expenses.

If you are having trouble working, or paying dues, or whatever, just let us know and we'll work with you to figure it out.

Commitment to Selling Members

The gallery receives a sliding scale commission on all sales (40% commission for non-working members). Sales tax is collected and paid at time of sale as part of the purchase price. Sales records are maintained for each member. Each member is required to keep his/her own inventory records. Member artists will rotate their inventories to keep the inventory looking good.

Artists' inventory placed at the Gallery is at the artists' own risk. LGG shall not be held liable for loss or damage.

Working at LGG and Training

Each selling member is required to work at the gallery **a minimum of 3 hours per month** unless other specific arrangements are made. The gallery is open 6 days a week, and closed on Sundays and holidays except during special events.

An active working member will schedule your orientation session where another experienced worker will train you concerning the opening, closing, and operation of the gallery. A set of keys will be issued for your use; and keys will be turned in when you terminate the membership.

As a member, you will be encouraged to attend the monthly meetings and read the monthly newsletter, monitor your inventory, and maintain a high quality of workmanship in your craft.

Displaying your work

All displays are set up and arranged by the LGG management.

Thank you

We appreciate your interest in Locally Grown Gallery and look forward to the opportunity to work with you and to assist you in your artistic endeavors.

Locally Grown Gallery (LGG) Member Agreement

Members are encouraged to promote one another's items for sale in the gallery (plus follow us on social media and help promote everyone there, too). LGG is responsible for all sales and use taxes.

The member and LGG will communicate if items do not appear to be selling, and will agree on removal or price adjustments if necessary. Members are free to remove items at any time and should rotate stock seasonally or more often. LGG tries to provide space in the shop more or less equally dependent upon size of items. Please bring in an appropriate amount of inventory.

LGG is not responsible for loss of or damage to items on consignment. All care will be taken to make sure that items remain in the same condition in which they arrived. If an item is returned by a customer for a flaw in materials or workmanship within 30-days of purchase, we will give the customer the choice of a refund or repair by the artisan. Refunds do require a sales receipt from the customer. Refunds after 30 days of purchase are handled on a case-by-case basis.

LGG agrees to maintain the gallery. All display equipment must be approved by LGG space committee before installation in an attempt to maintain a cohesive look to the space.

I, _____, agree to pay my monthly member dues (\$10) in a timely manner, and agree to work _____ 1/2 day (3 hours) or more per month at LGG after being trained by a member, as part of my responsibility of being a member. If I cannot or am not willing to work during any month, I understand that I will be charged 40% commission for sales during that month. I understand that the commission on my sales is dependent on the amount of time I work for LGG in any given month.

Please check the following if applicable:

I, _____, cannot be an active member. I agree to pay 40% commission on sales of my items in addition to my \$10 monthly membership dues.

Member Name: _____

Date: _____

LGG Proxy: _____

Date: _____