

## **RULES AND PROCEDURES ARTISTS' ALLIANCE AT JARRETTTHOR**

### **General:**

1. The Artists' Alliance at JarrettThor Fine Arts (AA) is a cooperative art gallery, formed for the purpose of displaying and selling the art work of its members, as well as maintaining and preserving an important art space for the communities of Colonial Beach and the Northern Neck. AA will conduct art workshops.
2. AA is a part of JarretThor Fine Arts (JT), and will occupy space from the JT Gallery.
3. AA will hold Art Openings and Receptions monthly. One artist will be featured each month.
4. The gallery space will accommodate 22 artists in the following manner: 15 2D artists in spaces of approx. 5' long (ceilings are 8' high), 1 Featured Artist 2 D Wall at end of main gallery (10.5' long), 2 3D artists in display cases (suitable for jewelry, pottery), 1 3D artist in shelving in main gallery (suitable for pottery, basketry), 2 glass/stained glass artists in the windows, and 1 Free Standing Sculpture (around office windows, floor space).
5. A limited amount of bin space will be provided. Each 2D artist will be able to have 2 pieces in the bin, at a time. AA will also provide a rack where Artists can sell cards. AA will also provide a location for business cards and a notebook with artists' information.
6. AA has a volunteer management team of Connie Canby (Art Director), Peter Fahrney (Assistant Coordinator), and Rob Rudick (Coordinator).
7. AA initiates its operations for a trial 9 month period, July, 2018 – March, 2019. Current plans include a soft opening in June, 2018.
8. JT provides liability insurance and some business services including collection and payment of sales tax, facility and utilities, credit card processing, telephone, cleaning, and the liquor license for receptions.

### **Members:**

1. Membership fee is \$60 month per artist, and a commitment for the full period is required (Jul – Mar). Membership fees will be paid for three months at a time in advance, and the initial payment for three months is required upon commitment.
2. There will be a 25% commission paid on all sales, divided between AA (15%) and JT (10%). Checks for sales will be issued by AA. AA/JT will collect Virginia sales tax on sales and assure payments are made on time to the Department of taxation.

3. There is no cost for a member to participate in the June show, though there is a 30% commission on sales. A contribution of \$15 each would be appreciated, to help pay for an opening reception.
4. All members will sign a Commitment Letter, agreeing to The Rules and Procedures, as outlined herein.
5. Members have no financial liability beyond monthly membership fees, receptions, and incidentals.


### **Operations:**

1. Members will be assigned a space by lot, when they commit to participation in AA. Space assignment will be under the auspices of the Art Director. Spaces will be rotated (redrawn) on a quarterly basis.
2. Shows will open on the Second Friday of each month, in concert with the monthly Art Walk. Consequently, art will be hung on the Monday morning and Tuesday evening, preceding the second Friday of the month (Art Walk). (Special arrangements can be made.) Artists are responsible for hanging their own work, though the Art Director reserves the right to make suggestions or changes. Artists must change at least one of their pieces monthly with a replacement piece, and any piece after two months of display.
3. Members can apply to be the featured artist of the month. The jury committee will review applications and select artists.
4. Receptions will be held for each opening. Member groups of 3 artists will be formed and given responsibility for planning and staging a reception, on a rotating basis. AA will provide funds for snacks and refreshments, as well as for the liquor license to dispense wine. Members are encouraged to bring additional fare for the reception.
5. The gallery will be open 11-5, Thursday – Sunday, and holidays (except for Christmas Day, New Years Day, Thanksgiving Day, and July 4).
6. Special events may be scheduled beyond normal hours of operation.
7. Members are required to gallery sit 1 day per month, morning and afternoon. Members may split days with other artists, by their own arrangements. Regular Gallery hours are 11am to 5pm.
8. All work hung in the gallery will comply with accepted gallery standards (e.g. sturdy hanging wire, photos in wood or composite frames sealed in back with craft paper). The Art Director can reject any work that does not meet artistic or community standards.

9. Members agree to pick up their work in a timely manner, preferably when the next month's show is hung. There is limited storage space at the gallery, and all are urged to be considerate of this.
10. Members will submit a brief artists description about each piece displayed, updated monthly. This will enable the gallery sitter to provide a viewer with additional insight into the work.
11. Members will display an artist's statement, in a small frame, alongside their work. A notebook will also be kept at the front desk, with artists' information.
12. Please act responsibly in regard to picking up work, meeting gallery sitting assignments, payment of monthly fee, and other member responsibilities.
13. Help is needed with publicity and general administration of AA. Volunteers to committees supporting these efforts are appreciated. AA intends to produce a post card per month, per show. Distribution will be to the community and to the members, with the hope that the members will send out cards to people on their mailing lists.

**Member Commitment:**

1. I agree to follow the Rules and Procedures as listed in this document.
2. I commit to participation in AA for the entire period from July, 2018 – March, 2019.

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<p>Member Signature          Carolyn Goodridge, President &amp; Authorized Signor          Art Impact International, Inc.</p>	<p>AA Signature</p>
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<p>Member Name (Print)</p>	
<hr style="border: 0; border-top: 1px solid black;"/>	
<p>1638 R Street, Suite 210, Washington DC 20009</p>	
<hr style="border: 0; border-top: 1px solid black;"/>	
<p>Member Address</p>	
<hr style="border: 0; border-top: 1px solid black;"/>	
<p>info@artimpactinternational.org</p>	
<hr style="border: 0; border-top: 1px solid black;"/>	
<p>Member Email</p>	
<hr style="border: 0; border-top: 1px solid black;"/>	
<p>877-772-6045</p>	
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<p>Member Phone #</p>	