



Flourish Gallery is a partnership between the Martinsville Arts Council and juried artists for the purpose of showcasing local art and fine craft. The gallery will be open Wednesday-Saturday 11am-7pm and Sundays from 1-4pm (subject to change), during special events downtown, or in conjunction with special exhibits/events organized by the Martinsville Arts Council.

To join our gallery, you must be a resident of Indiana (preference is given to artists residing in Morgan and the surrounding counties of: Putnam, Hendricks, Marion, Johnson, Brown, Monroe, and Owen), pay monthly fees, and be able to work periodically in the gallery (commitment level based upon enrollment choice)

Applications will be available online and require the following information:

- Your art experience and/or education, if applicable.
- A statement of why you wish to exhibit in the gallery.
- A list of other skills you have that will be beneficial to the operation of the gallery.
- Whether you are applying as a Participating or Associate Artist (details below).
- Your medium(s), average size(s) of your work, and any special display requirements.
- 3-5 item images to present to the jury (initially representatives of the Arts Council and selected community members and artists - with future decisions to be made by committee or currently accepted artists)

If accepted:

- You will pay a non-refundable security fee of \$25 in addition to your first month's fee.
- You will be asked to sign a contract committing to six months, renewing annually after the initial commitment.
- Monthly fees will be used to pay gallery expenses. Artists will receive 80% of their sales provided they are current in dues and work days. The gallery will be responsible for credit card fees, sales taxes, promotional materials and general operating expenses.
- Each Participating Artist will receive approximately three days of training and after training will be expected to work (run the gallery) 2-3 times in a 6-8 week period. We will use an online scheduling system. Artists that

cancel their scheduled work date with less than 48 hours notice may be subject to a \$150 fee per occurrence.

- Artwork will be rotated around the gallery every two months to make position in the gallery fair for everyone. Each artist is expected to bring in new work for rotation to keep our offerings fresh and engaging. Artists whose work requires case displays will not necessarily be relocated due to fixtures, but still require refreshing on a bi-monthly schedule. Artists are encouraged to maintain inventory (back stock) for replacement of sold works by the artist working that day.
- Artists will be allowed to teach one course per quarter without a rental fee.
- Any fees for special exhibition submissions will be waived for current artists.
- Artists should expect to complete a W-9 form. If your sales equal a minimum of \$600 annually, a 1099 form will be sent to the IRS

Participation in the gallery may be revoked without refund if the artist:

- Fails to fulfill their work commitment or pay their required fees.
- Misuses the gallery in any way.
- Displays artwork that is not their original design, concept or execution (or allowed forms of prints, cards, etc)
- Disregards artwork content guidelines. One of our goals is to make art accessible to community members of all ages and backgrounds. We reserve the right to position or remove artwork for any reason. As the gallery develops, a committee will be formed to create content guidelines - until said committee is formed, determination will be made by the Martinsville Arts Council Board.
- Ignores display safety. Artwork larger than 16x20 that requires glazing should be lexan or plexiglass NOT glass. Weight restrictions for gallery rails and hooks must be observed.

Explanation of ARTIST'S DUTIES, RESPONSIBILITIES, FEES, ETC.:

- 1. PARTICIPATING ARTIST CONSIGNMENT FEES:** If you are applying as a Participating Artist, you will pay a 20% commission for each piece that is sold and a monthly fee of \$50. Participating artists are required to work 16-24 hours every 6-8 weeks in the Gallery. Hours may be a mixture of work days at the gallery and other responsibilities such as book-keeping, volunteer coordinating, etc. Participating artists also volunteer to help during special events.

ASSOCIATE ARTIST CONSIGNMENT FEES: If you are applying as an Associate Artist, you will pay a 20% commission for each piece that is sold and an additional monthly fee of \$230. Associate Artists are not

required to work in the Gallery but are encouraged to participate in special events.

Payments to artists for work that has sold will be issued monthly and will be distributed at the Gallery or mailed to artists.

Checks will not be issued to artists with unpaid fees until they are caught up. Outstanding fees may be deducted from any income derived by sale of art work.

2. **SALES TAX:** Flourish Gallery will collect the required 7% sales tax for each transaction.
3. Additional ways to be involved in the gallery include (Committees to be established):
 - Writing and sending out press releases, creating and distributing marketing materials (Marketing Committee)
 - Cleaning and arranging artwork for display (Display Committee)
 - Doing bookwork (keeping track of artist's sales, submitting financial reports to the Martinsville Arts Council Treasurer, Scheduling, etc.)
 - Working at special events or providing food for such events
 - Help maintaining a database of addresses and emails for those interested in receiving information about the Gallery and Arts events.
4. **INVENTORY:** Members are responsible for keeping an inventory of what art work they have on display. An inventory sheet must be filled out and kept up to date and on file at the Gallery and/or online. Required information includes:
 - Artists name and initials to be used on price tags
 - a brief description
 - title (if applicable)
 - inventory number (if applicable)
 - and price. (When pricing your work please remember to include the 20% commission fee that will be deducted. The price you submit should be the retail price.)

- Inventory sheets must be kept up to date as art is removed by the artist or more is added.

In order to present a professional image, Flourish Gallery will provide price labels for artists to use. **All artwork must have a label attached that contains the artist's initials, an inventory number; and the retail price of the piece of artwork.**

Optional information for 2D work which will appear on a separate label printed by Flourish Gallery and may include: Title of piece, medium (oil, watercolor, etc.) and size of framed piece. Framing is preferred, however canvases not framed must have painted or finished edges. All 2D work must be ready to hang with picture wire in place - no sawtooth hangers. Prints must be matted and neatly wrapped in plastic.

5. LIABILITY: Flourish Gallery will take every precaution to insure the safety of artwork but will not be held liable for damage or theft to art work that is on display in the gallery. Each artist is encouraged to obtain an additional rider on his or her insurance policy for work that is offered for sale at Flourish Gallery.

IF YOUR WORK IS NOT ACCEPTED: Keep in mind that space limitations can affect the amount of work that is accepted. The Flourish Gallery and juried artists are willing to provide guidance and resources to artists whose work is not accepted for display in the gallery. Workshops and classes that will allow you to sharpen and hone your skills and perfect your portfolio will be planned. Interested artists may apply multiple times throughout the year.

Thanks for your interest!

FOR MORE INFORMATION OR TO SCHEDULE A TIME TO BRING YOUR WORK IN, PLEASE CONTACT: Megan Martin at (number TBD - temporary 317-652-2642) or mmartin@MartinsvilleArts.org