

Two Rivers Gallery

A non-profit organization located in the Chiloquin Community Center
PO Box 382
140 1st Street, Chiloquin, Oregon 97624
541 783-3326

APPLICATION FOR MEMBERSHIP

Name: _____ 3 Initials: _____ Date: _____

check with gallery to make sure your initials aren't already being used by another artist

Address: _____

City: _____ State: _____ Zip: _____

Home phone: _____ Cell phone: _____ Email: _____

Business Name: _____ Medium(s) _____

Membership Categories

- ARTIST Annual membership fee of \$35 (tax deductible)
- FAMILY Annual membership fee of \$60 (tax deductible) Good for up to 3 family members residing in the same household. Each family member must complete an application.
- NO FEE MEMBER Available for the first year of membership, no membership fee is collected but commission rates are 10% higher than for fee paying members.
- VOLUNTEER No fee and a \$25 gift certificate is issued for every 12 days volunteered.

Commission rates for fee paying members:

0 days gallery sitting pay 30% commission ---- no additional benefits

1 day gallery sitting pay 25%

2 days gallery sitting pay 20%

3 days gallery sitting pay 15%

4 days gallery sitting pay 10%

Additional benefits for volunteers:

10% discount on Supplies

(does not include sale or clearance items)

Free use of workrooms during normal operating hours.
one vote at special elections

Artist Biography: Attach a biography that gives information on you and your art, how you got started, what medium and methods are used, what inspires you; information to help a viewer better understand your artwork.

In order to pay the highest commission possible and still operate the gallery, we pass on the fees charged by the credit card company for patrons that pay for your artwork with their credit card; this charge is 3%.

Change artwork every 3 months.

Provide the gallery with 6 self addressed, stamped envelopes. (We will mail your commission checks to you with these). Commission checks are processed once a month for the previous month.

I have read and accept the terms of membership

Please sign

All membership fees are non refundable

Responsibility Waiver

Annual dues are to be paid in the month of April. If dues have not been paid by June 1st, I understand my artwork will be removed from the floor and placed in the storage room. If I do not pick up my artwork by July 1st of the year, the items will become the property of Two Rivers Gallery to dispose of as the Board of Directors sees fit, with no compensation to the artist.

It is the responsibility of each artist to complete their own tags, labels and inventory sheets. For artists with wall art we encourage you to make sure your art has a clearly readable display card. We have these available and are happy to provide them for you.

I fully understand that Two Rivers Gallery and/or CVIP is not responsible for loss or damage to any of my artwork on display in the TRVA gallery.

I am placing my work in the gallery at my own risk and will not hold Two Rivers Gallery/CVIP responsible should damage or loss occur.

Printed name: _____

Date: _____

I have read this form, understand and agree to it, and certify that this is my legal signature.

Signature: _____

This document will be placed in the artists file located at TRVA.

No artwork will be displayed in the gallery unless this form is read and signed by the artist.

Artists' inventory/tagging

Art submitted must include an Inventory List. One will be provided with the application packet. Artists may photocopy this form or produce their own. All inventory sheets must include the following:

- ▶ the artists name.
- ▶ the date items are brought into the gallery.
- ▶ the art code such as KLH. After your initials please add your own item number which corresponds with your inventory sheet.
- ▶ description of the piece such as “tractor oil painting”, include medium and whether print or original.

Example: a price tag for a \$200 painting by Abbey B Cerious would read ABC 001 (artists number assigned for determining which piece sold) \$200

Artists are responsible for putting codes as described above on each piece of art. This code can be hand written on the price tag or artist card that is attached to the artwork or done on a computerized label. Any art submitted that does not include the code will not be accepted

Artists should replace old art with new every 90 days and not wait to be called. Accepted art will be placed in the gallery by the Display Committee. **The display committee will not display any artwork that is damaged or in an unacceptable condition.**

A copy of the Inventory List originally submitted by the artist will be kept at the gallery. It is the responsibility of the artist to update their individual inventory lists if items are removed from the gallery.

Art will be removed or rotated every 3 months. The Display Committee may choose not to rotate some art.

Artists should keep track of their artwork. Please mark your yearly calendar.

NEW MEMBER PROCEDURES

1. Volunteers give prospective artists Membership Applications, explaining key items:
 - Inventory Sheet
 - Coding
 - Artist Biography
 - Try to answer any other questions
2. Prospective artists complete the membership application and submit it along with at least 3 samples of their artwork. Volunteers put this artwork in the break room.
3. At least three Board members will review the artwork.
4. The artist will be contacted by a Board member to advise of their acceptance or non-acceptance.
5. If accepted, artwork is to be placed in the Storage Room on the “Artwork to be Displayed Shelf” along with the completed membership application. The Display Committee will verify that membership dues have been paid and then display the art.
6. If not accepted, artwork is to be placed in the break room on the “Artwork to be Picked up by Artists” shelves. Artists are to come in and retrieve their artwork as soon as possible.

New members are to pay the annual membership dues before their artwork is displayed. Volunteers are to write a receipt for the dues and process it with their day's sales.

We want to know about you

People are always coming through the gallery and asking for more information about our artists!

In an effort to promote you and your artwork to the best of our abilities, we are asking that you answer a few questions about yourself and your art. If you already have a biography prepared, please attach to this form.

1. Name _____

2. Contact Information (address, phone, email, website)

3. Medium (Oil, Textile, etc)

4. Background (Where your from, education, awards, etc)

5. What inspires you

6. Your future goals

7. Comments

