

10 Gallery Co-op

Membership

Information, Application and Contract Agreement

Effective 01/01/2021

Thank you for your interest in 10 Gallery Artist co op. This information is for professional artists who are interested in becoming **active** members of our gallery. Membership is open to professional artists and fine-crafts persons living and working in Livingston and surrounding areas. Our gallery is artist-operated and focuses on the quality of artworks, unique inventory and exquisite presentations.

How this gallery works

This gallery is a member/cooperative space. Every member artist is involved in the day-to-day operations of the gallery from press, marketing, hanging, painting, replacing bulbs, gardening, dusting, cleaning, etc. What makes this gallery look amazingly attractive and most of all, successful, is the hard work, creativity, teamwork and resilience of **every** member. Active participation by **all members** is essential to the daily operations and sustainability of our gallery. Members are encouraged to work in the gallery, and receive a discount on their dues for every day worked. Keep in mind that you may be the best promoter and seller of your work. Therefore, consistent and continuous presence in the gallery may result in more opportunities to promote and sell your own pieces.

During the working days, tasks such as handling inquiries, transactions, and basic daily duties are performed by the member artist(s). A monthly schedule, distributed in advance, appoints coverage during business hours. The business hours may change during season (October to April) and off-season (May to September).

An administrative committee, responsible for handling the accounting and taking care of the legal, financial and business matters of the gallery is already established. The administrative committee handles all proposed changes that may affect performance, presentation, economics, finances and/or aesthetics of the gallery. Members do not take part on any administrative matters.

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Eligibility

Fine artists or crafts persons residing in Livingston and surrounding areas are eligible to apply for membership. In addition, we display the works of other non-member guest artists, in combination with member artists or during solo shows, monthly or under extended guest-artist agreements. We believe this enhances the gallery's recognition and allows member artists to exhibit and network alongside other established/emerging artists and their clientele.

Getting In

Potential new members must submit a completed application along with a non-refundable fee of \$35 paid in the form of a check payable to 10 Gallery LLC. There is no limit in the amount of images or

information submitted with the application. The Administrative Committee will review all submissions and may request feedback from current members before making the final decision. Once the decision is made, the Administrative Committee will notify the applicant via email. If selected, the email notification will contain further instructions and effective day of membership.

The cost of the membership is as follows:

- 40/60% commission for Guest Artists (non-members), whether it is for an extended period or participation on a monthly exhibition.
Commission checks are paid to artists during the first week of the month.

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What is the member artists' commission?

- Member Working Artist commission is 80%, with a 20% to the gallery fund.
- **Non-Member** guest-artist commission is 60%, with 40% to the gallery fund.

Gallery Hours of Operation

Regular business hours are Tuesday to Saturday, from 10:00am to 5:00pm.
Special Event hours are 6:00pm to 10 pm, or otherwise coordinated.
These hours may change as new members join.

Applicants for membership must submit the following:

Completed application (enclosed)

OPTIONAL: Resume/ bio, artist's statement or printed examples of their work

(we recommend 6-10 images)

Website link

Sample Price List

Two references (included in application)

Non-refundable check payable to 10 Gallery LLC in the amount of \$35

The application package can be emailed to casimir@10-gallery.com or hand delivered to the gallery in a sealed manila envelope. If you prefer to mail the information, you can send it to:

Casimir ten Broek, 223 S. Main st, Livingston MT 59047

Notifications of decisions are sent via email, usually within two weeks from submission.

Duration of Membership Contract

A membership agreement for a minimum duration of 6 months is required, under contract. However, the Administrative Committee reserves the right to terminate any agreement due to, but not limited to the following reasons:

- Inappropriate/unprofessional behavior
- Failure to work your scheduled gallery shift
- Theft
- Customer complaint
- Poor artwork quality (artist will be given one opportunity to fix, redo, etc.)

What we ask of our members (working artists)

Membership in the 10 Gallery is a privilege and as such, it involves certain expectations and responsibilities. The gallery is a wonderful place to highlight and sell your work, but members must never forget that the expectations keep the business running. Working artist members must work their scheduled days, on a full shift. (A full shift is defined as: starting/opening at 10:00AM and ending/closing at 5:00PM, with a 30-minute lunch break.

Every artist is responsible to find coverage or switch with another artist, whenever they are unable to be cover their scheduled day(s). Complying with scheduled shifts is the responsibility of each Working Member.

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DISCLAIMER: Any Artist Member who fails to show up for their shift will be required to pay \$50.00. This money will go to the gallery fund.

All members are encouraged to attend pre-scheduled, general meetings to stay informed on gallery business. Member artists are encouraged to think about where their talents lie and put these to use for the sake of the gallery. The more effort put into this (your) gallery, the more success we will have.

Areas of interest may include:

- Printing
- Maintaining our mailing list (snail mail and email)Marketing & Design
- Painting, Maintenance and upkeep
- Merchandising
- Web design/maintenance
- Schedule upkeep
- Public Relations
- Exhibit set-up and labeling
- Selecting Committee artists only – jurying and selecting artists/art
- See something missing that you can help us with? Let us know

Artist Agreement for Displaying Artwork at the Gallery

All artists must agree to the following statement, upon delivering artwork of any kind to be displayed at the gallery: "I understand that I am supplying artwork to be displayed or stored at 10 Gallery at my own risk and expense. 10 Gallery is under no obligation to repair or reimburse me for any loss or damage caused by any unforeseen situation outside of their control."

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(Next Page: Membership Application and Contract Agreement)

RETAIN PAGES 1-6 FOR YOUR RECORDS. ONLY SUBMIT THE APPLICATION TO US.

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10 Gallery Membership Application and Agreement

Member Working Artist? Y / N

ARTIST'S NAME:
Address:
Address:
City, State, Zip:
Phone:
Email:
Website:

References (two required)

Name:
Address:
City, State, Zip:
Phone: Email:
Relationship to you:
Name:
Address:

City, State, Zip:
Phone: Email:
Relationship to you:

10 Gallery is open for business during season as early as 10:00am and closes to the public at 4:00pm, every day with the exception of Mondays and Sundays*.

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However, *Sundays and/or Mondays may be used as exhibition set-up days and/or other regular cleaning and maintenance procedures. In addition, during seasonal months, the gallery may open some or all Sundays of the month, at the discretion of the administrative committee. Proposed hours of operation for Sundays is 11am to 3pm. The business hours may change at the discretion of the administration.

Please specify which days of the month and what times you are available to work the gallery:

Please, let us know other ways you can help the gallery, besides your artistic abilities (i.e. web design, plumbing, business/grant writing, affiliations, etc.):

List any other galleries representing or displaying your work in Florida:

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Your membership payment and agreement is:

NOTE: There is a non-refundable \$35.00 application fee, due upon submission of this application.

Once the application is reviewed and decision made, the Administrative Committee will inform the selectee with instructions. Artists not selected may be placed on a waiting list, upon their request. Notifications to artists not selected will also be sent via email.

All agreements require yearly renewal. Expiration of this agreement will be on the last day of this same month, next year. Failure to make timely payments or ignore the stipulated conditions may result in legal action against the applicant a.k.a. member artist.

This is a one-year agreement. The administration of 10 Gallery (Casimir Gallery, LLC) reserves the right to terminate this agreement at any time, given circumstances that may interfere with operational, personnel or financial aspects of the business. The administration will allow the artist reasonable time to collect all inventories from the facility. However, artwork not collected by a terminated artist within

sixty (60) days from the notice of termination (verbal or written), will become property of Casimir Art Gallery, LLC.

An artist may request to end this contract, only providing the following verifiable reasons: 1) Medical (self or immediate family related), 2) financial and/or 3) other reasons

considered outside the artists' control, which may hinder the artist-gallery relationship. See "Opt-Out" Options on page 4 for more information.

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Signatures

I am enclosing a required, non-refundable fee of \$35.00 (not applicable for renewal memberships) with this application, along all other required material for review by the selecting committee. With my signature, I certify that I have read this document in its entirety and agree to all terms and conditions. In addition, I agree to the 6 month commitment and understand that if I break this contract, I will be charged a \$100 fee, regardless if I am present and active in the gallery or not. This contract will only terminate with proper and verifiable medical documentation, submitted timely and upon agreement of all parties. A non-refundable monthly fee will continue to be charged and will stop only when termination of contract is official.

I also understand that all artist will be treated as independent contractors and must have an LLC established for tax purposes.

Signature of artist

Date:

Casimir Gallery, LLC authorized representative signature/Date

If questions, please email us at casimir@10-gallery.com or call 406-595-7405

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RENEWAL - NEW BILLING ADDRESS:

Address 1:

Address 2:

City, State, Zip Code: Phone:

SAME AS CONTACT INFO (Otherwise, please add new contact information below)

For office use only:

Artist Name: _____

Selecting official receiving this application (name/signature): _____ Date: _____

Selected/Renewal Approved, notified on: ___/___/____ Not-Selected/Renewal Disapproved, notified on: ___/___/____ Waiting List? Y / N

