

Penn Cove Gallery Guest Artist Requirements

9 Front Street, Coupeville WA | 360-678-1176

penncovegallery@gmail.com

Guest Artists have the opportunity to show their work in our thriving gallery located in a popular tourist destination for 2 months with an option to extend for 2 months.

The following information is also on the contract that Guest Artists will sign when accepted. Please be sure to read it carefully in order to understand the requirements of Penn Cove Gallery Guest Artists.

- We are looking to fill spaces with a cohesive body of work from a Guest Artist – please choose a focus of medium with which to apply. For example, an Artist may not show watercolor and oil paintings together in a single gallery space.
- The Artist agrees to notify the Gallery of locations where the Artist's work is currently being sold. As consistent with the standard policy of the gallery, the Artist will not display their work in another location within the Town of Coupeville for more than a two week overlap (board may clarify exceptions).
- The guest Artist's inventory of work must be consistent with the art represented in the images sent for digital screening. All work must be professionally finished and ready to sell. All prices on framed artworks include the frame. All matting and framing, including loose prints must be presented in a professional manner.
- The Artist understands that they will be responsible for providing business cards, a one page information sheet to educate Gallery workers so they can sell your work, and a biography that the Gallery will prepare and frame to be included with your display.
- The Gallery has a limited supply of pedestals, and jewelry display fixtures for 3-D. The Artist may supply fixtures that are similar to those the gallery is using for display if they wish.
- The Artist will complete the Artist Information Form, which in part asks if you will ship your artwork. Artists are responsible for shipping their own work to customers at the costs they determine will be charged to the customer on the Artist Information Form, or alternatively stating a personal policy of no shipping.
- Each Artist shall maintain a current inventory list on a form provided by the Gallery with Gallery generated Artist Code Numbers, titles of the works, and prices.
- Throughout the duration of the Guest Artist agreement period, the Artist will provide timely replacements for works of art as they are sold.
- At the end of their initial Guest Artist Agreement the Artist must be available to pick up their work and sign off on their inventory sheet with their gallery contact. If an extension is granted, the Artist will initial the Extension Agreement.
- The Gallery will take due care to prevent loss from theft, fire, or other damage to the artwork, but will not be held responsible should loss or damage occur.
- Checks are written to the artist from the Gallery within the first 15 days of the month after the sales month.

March 23, 2022