

## Penn Cove Gallery Guest Artist Requirements

9 Front Street, Coupeville WA

360-678-1176

penncovegallery@gmail.com

- The guest artist's inventory of work must be consistent with what they were accepted with by 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.
- We are looking to fill spaces with a cohesive body of work from a guest artist- please choose a focus of medium to apply with. For example, an artist may not show watercolor and oil paintings together in a single gallery space.
- 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.
- Throughout the duration of guest artist agreement period, the artist will provide timely replacements for works of art as they are sold.
- 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 understands that the Artist to Gallery split for sales is 70% to the Artist, and 30% to the Gallery, plus \$75.00 per month rent, on or before the 25<sup>th</sup> of the month for the following month.
- 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 will take due care to prevent loss, theft, fire, or other damage to the artwork, but will not be held responsible should loss or damage occur.
- The Gallery has a limited supply of pedestals, and jewelry display fixtures so the Artist may wish to supply fixtures that are similar to those the gallery is using for display.
- The guest 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 customer on the Artist Information Form, or alternatively stating a personal policy of no shipping.
- Each member shall maintain a current inventory list provided by the gallery with titles of the work and prices.
- Checks are written to the artist from the gallery within the first 15 days of the month after the sales month.
- The information included on this application is duplicated on the contract that will be signed, if accepted. Please be sure to read the preceding carefully to understand the requirements of guest artists at Penn Cove Gallery.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_