

WCAC MEMBERS CO-OP SHOWS

LETTER OF AGREEMENT

One of WCAC's on-going goals is to foster and promote its emerging and seasoned member artists. We've done this through our Members Fireside Gallery and Annual Members Show, and, more recently, our Members Co-Op Shows designed for artists to showcase numerous pieces of work. These shows allow artists to run and manage their own exhibits while pursuing creative ideas and methods to promote themselves (see items 4 and 6). This year, we will hold two 6 ½ week shows as follows:

Spring: Apr. 9 – May 24 & Fall: Aug. 13 – Sept. 27

If you are a **current member** and interested in being in a Co-Op Show, please review this Letter of Agreement (LOA) and the Artist Application thoroughly. To apply, complete and sign both documents, add your BIO, and return all to WCAC as soon as possible - we allot spaces on a first come basis.

1. Exhibit spaces and fees:

Spaces: Both 2D and 3D artists may use the designated spaces/walls in the main & middle galleries – see attached schematic. You may use a whole space, or share one, as long as the entire space is used. Once we fill **all** walls spaces, we may add artisan space down the middle of the Main Gallery (6 ft. min. / 18 ft. max.).

Fees: \$10 per linear ft., e.g.: 7 ft X \$10 = \$70.00; 16 ft. X 10 = \$160; 20 ft. X \$10 = \$200, etc.

2. Membership requirement: You must be a current member to apply - we will accept your application/payment at the same time you submit your Co-op application. **Fees:** Basic-\$45, Family-\$65, and Student-\$15

3. Co-op Artists' Work Requirements: During the run of the show, we require each co-op artist (or qualified substitute) to work at the Art Center for a total of **16 hours** over the 6 ½ week period. These work shifts will allow you to engage with the art center in many ways – learn about the organization, network with other artists, promote yourself, hold live demos/lectures, and talk about up-coming events. Please sign up for your hours prior to the show's opening – the sign-up sheet is behind the front desk. If you do not meet these work requirements, WCAC will assess \$10 per hour missed.

4. Advertising: WCAC will send postcards to its mailing lists and provide you with 50 cards for your own use. We will advertise through our website, e-blasts, social media, flyers, and special events, etc. To avoid copyright violations, your signed LOA allows WCAC to use your name, BIO and digital images for promotion purposes. You should also notify your clients and friends, post on social media, send e-blasts and announcements, post flyers, apply to hold special events (see # 5), and use other means to promote yourself during the show.

5. Special Events: WCAC will hold a members & guests opening on the Monday evening before each show, including serving wine, other beverages and light food to entice guests to remain longer. We will also schedule additional events to bring people to the gallery and co-host events with co-op artists.

- **During open hours:** With prior approval, you may use the art center to hold demos, lectures, special gatherings and small events.
- **After hours:** With prior approval, we will open the art center for privately hosted parties, gatherings, lectures, and demos. Note: A WCAC representative must always be present – if we need to pay staff, there will be a \$15 per hour charge.
- **Event approval:** Please send your request to Cary Garnet 5 days prior to your event. If approved, he will coordinate with you to ensure that your event runs smoothly.
- **Expenses:** You must pay **all** expenses related to your own private event/s. If you want WCAC to serve beer or wine, please indicate that request when asking for approval.
- **Clean up:** Please clean up after events, dispose of all food and trash, and leave the Art Center ready for business.

6. Exhibit Instructions and Information:

2D Artists: Your works must consist of at least 2/3 originals and no more than 1/3 limited edition giclées.

- **Walls:** Canvas works must be framed or gallery wrapped (finished edges). Paper works must be framed and behind clean glass fronts. Frames must be in good condition and nick free. Hanging prep -_wire **only** on back, 1/3 the way down from top, and **no saw tooth** hangers allowed! Labeling - include a card for each piece with title, medium, artist's name, and price. Installing your works - WCAC will help you arrange your works in an attractive manner.
- **Bins:** You must provide your own bins for your space - prints must be plastic wrapped and include title, artist's name, size, and price.

3D Artists: Display each piece in an attractive secure manner and identify with a card containing title, medium, size, artist's name, and price. WCAC has some shelving, but you may need to use your own equipment.

Pedestals: WCAC has several pedestals to display note cards, bios, or art pieces - please keep them within your own space. 2 D artists - we recommend no more than one bin and pedestal per space. 3D artists - you may need more pedestals or other equipment to display your pieces.

Rotating Your Works: You may change or replace pieces throughout the show, but please do not overcrowd your space. Please update your inventory list before making changes/replacements.

Pricing and discounts: There are no Members discounts given during this show. Please set retail prices based on your own market experience and conditions. If you offer discounts, please include clear instructions on your inventory list and near your works. If you offer a spontaneous discount during the show, please annotate the sales receipt and inventory sheet with full details about that sale.

Bio/resume, digital images, and inventories: Please include a bio/resume with your application package and two digital images of your Works. You must also provide a full inventory of your Works no later than hanging day. Include your name, address, phone number(s) and email, and an itemized and numbered list, including prints and note cards. List must contain title, medium and full retail price per piece – as you rotate artwork, please update your inventory list.

Installing and removing artwork: Installation is from 10am through 12pm on the Saturday before each show. Removal is from 3pm through 5pm on the last day of each show. If you are unable to remove your work when scheduled, please make other arrangements with Cary Garnet prior to official removal date.

W-9 Tax Reports: You must complete and submit a W-9 before the show commences. If your net proceeds exceed \$600, WCAC will issue you a 1099 in January of the following year.

7. Sales, taxes, fees, and commissions: WCAC will record and process your sales, collect and remit applicable sales taxes, deduct its 20% commission and any fees you owe due to a breach of this LOA. Note: If you transact future commissions at the art center during this show, you are obligated to pay WCAC 20% commission on those future sales. Within 10 days after closing, WCAC will provide you with a full accounting, and process and mail your net payment.

8. Indemnification: Each exhibiting artist agrees to indemnify and hold WCAC harmless from all costs, loss, damage or expense arising from or related to his/her claim of authenticity or other descriptions of his/her Works.

9. Ownership of the "Works" and liability: All Works are and shall remain the property of the artist, until and unless sold by WCAC. The artist will affix a label to each Work to identify it as his/her property. He/she will retain all copyrights pertaining to his/her Works and reproductions, except what is agreed upon by the artist and WCAC for use in advertisements and/or publicity. WCAC's liability for Works is limited to coverage provided by its General Liability Policy. We therefore recommend that artists maintain their own separate policies (homeowners or business) to cover their Works in a Co-op Show.

10. Termination: This Agreement will commence on the date executed below and continue through the entirety of the show, unless either party terminates by written notice to the other. Artists are responsible for removing their Works within seven days of such termination. WCAC will process any sales prior to termination according to item # 7 of this Agreement. WCAC has the right to terminate this Agreement upon five days written notice of a material breach of an artist's duties or obligations. In such case, the artist will remove his/her Works within seven days. If an artist fails to remove his/her Works on time, WCAC will place them in storage. Liability for storage fees, and/or damage to property while in storage, shall rest with the artist.

In Witness Whereof, each party's duly authorized representative has executed this Letter of Agreement as of the date(s) below:

WCAC: _____ / _____ Date: _____
Signature Printed Name

ARTIST: _____ / _____ Date _____
Signature Printed Name