

## WELCOME NEW ARTISTS



Welcome to the Red Wing Arts Association and the Depot Art Gallery Store. The Red Wing Arts Association wants to encourage new artists of all ages to display and sell their work in the Gallery Store. Space is limited so it is very important for applicants to follow the procedure in order for their art pieces to be accepted by the review-committee and become part of the Gallery Store's Inventory.

### APPLICATION PROCEDURE

1. A completed application (form attached)
2. Three (3) images of the artist's work. 4" x 6", 5" x 7" or a CD or an email with your 3 images, JPEG's formatted at 640 pixels x 480 pixels @ 100 dpi. Or higher.
3. A printed description of your artwork paying particular attention to the number corresponding with the number on the item you are describing.
4. After you have been accepted as a new artist into the Gift Gallery you will be asked to become a paid member in the Red Wing Arts Association. (If you need a membership form, please ask any of the volunteers to give you one.)

### ELIGIBILITY

We are looking for "**Original Art**" for The Gift Gallery Store. Artists who work in ceramics, fiber, wood, hand-made paper, glass, jewelry, mixed media, metal, photography, print-making and original 2-Dimensional and 3-Dimensional fine art are eligible to apply. Mass produced or commercially produced items do not qualify as fine art and will not be accepted. (If there is a dispute, the Gift Gallery Committee will make the final determination.)

### REVIEW COMMITTEE

The Gift Gallery store committee will review, examine and judge your applications for quality, originality, and consistency of design. Your photos and the accompanying description are the only tools that the Review Committee has to make their decision. The Review Committee does have the right to refuse and reject any indecipherable photos and descriptions submitted.

### EXHIBITOR'S RESPONSIBILITIES

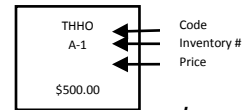
The Gift Gallery store is dedicated to exhibiting your work, however, space is limited; art pieces that do not sell or at least draw a fair amount of attention will be replaced.

#### Policies

1. *Each and every piece you bring into the Gallery Store **MUST** be coded with your personal 4-letter code which is made up of the first two letters of your first name and the first two letters of your last name. (For example, artist - **Theodore Horn** - your 4-digit code is **THHO**.) This code is how we track your sales on our sales slips and is very important so we can pay your commission.*

2. *Price... price... price. Do not forget to put a price on your art pieces. Please use "removable stickers/tags. Once you have coded your price tags and stickers don't forget to put your price on too. The RWAA commission is 35% of the stated sales price. Sales tax will be added at the time of check-out.*
3. *All artwork must be coded, priced, have an inventory number and be ready for display. Hanging art must be properly framed and have a wire hanger securely attached. Stickers and Tags will be provided.*

(Example)



4. *You are also required to complete and sign an artist's Consignment Form when you make a delivery of your art pieces. (You are asked to itemize, give a brief description, date delivered and selling price.) The purpose of this form is to maintain an accurate inventory.*
  - a. *The first few times you bring new pieces into the gallery, someone will assist you in all the above steps but never – never drop your art pieces off and leave without completing the policies as stated above.*
5. *If all of the above policies may seem a little extreme to you, please keep in mind; we have a lot of artists and a lot of art so we need the information above so that everyone is paid correctly for their sales.*

#### GALLERY RESPONSIBILITIES

The gallery's Executive Director, Dan Guida along with other volunteers will rotate art work at their discretion. Pieces will be displayed the best possible way in order to sell your art. As a general rule, all art pieces are moved around and placed in a new location within the store area, thus providing a fresh look to the Gift Gallery Store and giving each and every opportunity for all art pieces to sell. When one of your art pieces sells, you will be mailed a check within about 30 days. The Gallery Store is responsible for collecting MN State Sales Tax, 6.875% at the time of this writing.

APPLICATION FORM

Name \_\_\_\_\_ Phone \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

eMail \_\_\_\_\_ Website \_\_\_\_\_

ITEM No. 1.

Title of Work \_\_\_\_\_ Price \$ \_\_\_\_\_

Media \_\_\_\_\_ Size/Dimensions \_\_\_\_\_

Please give a brief description of Item No. 1

ITEM No 2.

Title of Work \_\_\_\_\_ Price \$ \_\_\_\_\_

Media \_\_\_\_\_ Size/Dimensions \_\_\_\_\_

Please give a brief description of Item No. 2

Item No. 3.

Title of Work \_\_\_\_\_ Price \$ \_\_\_\_\_

Media \_\_\_\_\_ Size/Dimensions \_\_\_\_\_

Please give a brief description of Item No. 3

**Artist's Statement**

Please give us a brief bio/statement of yourself. (Tell us about your work, your family, your goals and your achievements.) Generally customers / collectors like to know about the artists whose artwork they may be intending to purchase.

U s e a s e p a r a t e s h e e t p l e a s e

*Please attach a copy of your business card.*

*Would you like to be a volunteer? **Remember**, you can save 5% by being a Gallery Volunteer.*

Signature \_\_\_\_\_

Date \_\_\_\_\_