



Application for Membership to Micropolis

VENDOR APPLICATION

Name: _____

Address: _____

Home Phone: _____ Work or Cell Phone: _____

Email: _____

Website: _____

AGREEMENT made as of this _____ day of _____, 20____

between _____ (hereinafter referred to as the "Artist") and Micropolis Cooperative Gallery (hereinafter referred to as the "Gallery").

CONSIGNMENT VENDOR AGREEMENT

Consignment vendors are artists whose work has been juried in, who pay no monthly dues, who contribute 50% from the sale of their work, and whose work will be displayed primarily in the glass cases. Consignment vendors do not work in the gallery and do not have voting rights.

A completed application form, a CD of five high resolution images of your work (representative of the work you wish to exhibit at Micropolis), and a check for \$25 made out to "Micropolis Cooperative, Inc." should be mailed to Linda K. Hinkle, 249 Heagle Rd., Johnstown, NY 12095. Work will be reviewed by the current artist cooperative members and the board of directors. Please fill out artwork descriptions/details on page 2. Applications will be considered on a rolling admissions basis with a response issued two weeks or less after receipt of application, images and \$25 fee. (The fee will be returned if the work is rejected at this time.)

- 1. Scope of Agency.** The Artist appoints the Gallery to act as the Artist's exclusive agent in Gloversville.
- 2. Commissions.** The Gallery will receive a commission of 50% of the retail price of each work sold. In the case of discount sales, the discount will be deducted from the Gallery's commission, not from the artist's income. Work commissioned as a direct result of the Artist's connection to the gallery will be considered a Gallery sale on which the Gallery will be entitled to 50% of the retail price.
- 3. Prices.** The Artist will set the retail price of the work.
- 4. Payments.** Micropolis Gallery will pay the Artist all proceeds due to the Artist at the end of each month.
- 5. Accounting.** The Artist will provide Micropolis Gallery a list of all works on consignment. The Artist's list will include title, medium, description, and retail price. Micropolis will provide the Artist a list of all work sold. The Gallery's list will include date, price, commission, and if possible, the name of the purchaser.
- 6. Display.** Work should be of the size and type to fit in the display cabinets at the Gallery. Artists who are members of Micropolis Gallery will be given priority wall space. If there is available wall space, some vendor work may be hung on walls in addition to being placed in the cases. Only work of the style and type that has been juried will be displayed. New types of work may be presented to the jury of exhibiting member artists at a membership meeting for approval to be displayed.
- 7. Length of Display.** The Gallery reserves the right to set a reasonable time for the work to be sold after which it will be removed from display. The Artist may choose to remove work with a week's notification.
- 8. Loss or Damage.** Although every effort will be made to insure the safety of work displayed at the Gallery, the Gallery cannot be responsible for any work lost or damaged.
- 9. Tax Forms.** According to current IRS procedures, artists will be required to complete a W9 form (third page). Micropolis will issue a 1099 form to each artist with over \$600 in earnings from the sale of work at Micropolis in a calendar year.

**Please note that these proposals are subject to change based on need and/or experience. The co-op is a Work in Progress!*

Signatures. The Artist _____

The Gallery _____, Authorized Signatory



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ARTWORK DESCRIPTIVE DETAILS

1 Title: _____
Medium: _____
Framed Size: _____ Price: _____

2 Title: _____
Medium: _____
Framed Size: _____ Price: _____

3 Title: _____
Medium: _____
Framed Size: _____ Price: _____

4 Title: _____
Medium: _____
Framed Size: _____ Price: _____

5 Title: _____
Medium: _____
Framed Size: _____ Price: _____

Signature: The Artist _____

Date: _____