



1470 Highland Avenue Melbourne, FL 32935 321 259-8261

## MEMBERSHIP INFORMATION / APPLICATION

Thank You for your interest in the Gallery. Please read and sign this application which must accompany your artwork when brought in for review. Also, please bring your resume and two (2) references.

### APPLICATION FOR MEMBERSHIP

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Description of Work \_\_\_\_\_

Date \_\_\_\_\_ Email address \_\_\_\_\_

Please read the following guidelines regarding membership.

#### Article 3. Membership (excerpt from by-laws)

- A. May vote and hold office.
- B. Must pay any required fees and commissions.
- C. Must have an adequate amount of work on display.
- D. Must work and share duties of the Gallery.
- E. Must be present at 75% of general meetings per year.
- F. Must abide by policy letters.

The Gallery is a family with many duties that when shared make the workplace productive and the work experience enjoyable. We all pitch in to keep the place clean and make the business run smoothly. Some of the specific jobs are described below:

1. Keeping the mailing list up to date.
2. Keeping the work calendar.
3. Chair, co-chair of our Annual Designer Craft show (i.e., Correspondence, Contracts, Record of Entries, Inventory, Cataloging, Sales, Installation, Open House, Dismantling, Merchandise return).
4. Replacement of overhead lights.
5. Chair, co-chair and/or helping put on guest shows.
6. Hanging front gallery (2 to 3 times a year with other members).
7. When working, performing daily tasks on daily schedule.

**Important obligations of membership include:**

- \*Being responsible for your assigned workdays.
- \*Paying monthly shortfall fee promptly.
- \*Editing your display area (less is better).
- \*Promoting everyone's work when manning the desk
- \*Attending monthly meetings. (75% required)
- \*Attending/working 75% or First Friday Art openings.

**HOW TO APPLY FOR MEMBERSHIP:**

A. On Thursday of the week before the fourth Tuesday of the month, please bring the following items to the Gallery:

1. Completed application.
2. Your artwork, at least five (5) pieces, priced.
3. Your resume.
4. Five (5) (minimum) photos of your work.
5. Two references.

You may pick up your work on Wednesday, after the monthly meeting. Your work will be juried for quality, as well as for the needs of the Gallery at that particular time – media, and/or style and space availability. You will be notified as to our decision. All Artists who apply for membership have the option of being placed in our permanent file for future reference.

B. If accepted, you will be required to be the person in charge of the Gallery approximately seven (7) days out of approximately twenty-two (22) weeks. (You select the seven days.) You will be solely responsible for all Gallery transactions on those days. No stand-ins are permitted unless they are your immediate family members. It is your responsibility to negotiate workdays with other members so that the Gallery is staffed during all business hours. You must notify the calendar chairperson as to any schedule changes as they occur.

C. There will be 20% commission paid to the Gallery from each of your sales. Should you get a commission through the Gallery, the same 20% commission applies.

D. The monthly shortfall fee is \$125 and must be paid promptly.

E. Membership entrance fee is \$250.00. There is also a corporation fee of \$22.50 which is refundable when you terminate your membership.

I have read and understand the above policy, and if accepted as a member, do agree to abide by the by-laws and work responsibilities of the Gallery.

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

Social Security # \_\_\_\_\_