

**Participating Artist Policies and Procedures - Attachment A to Artist Contract
January 1, 2025**

Please pay special attention to the BOLD items in this document!

Should you have any questions regarding the information in **Participating Artist Policies and Procedures**, please phone the Art Center--970-586-5882. Website: www.artcenterofestes.com,
Gallery Manager email: info@artcenterofestes.com,
Plein Air email: pleinair@artcenterofestes.com

2025 hours of operation are:

January 10 - May 15	11 a.m. to 5 p.m. - Friday through Monday
May 16 – October 16	11 a.m. to 5 p.m. - Daily
October 17 - December 22	11 a.m. to 5 p.m. - Friday through Monday
Closed: Apr 21 – Easter; Nov. 27 – Thanksgiving;	
Closed: December 23 -31.	

Artist Membership Policies

Annual Membership:

The annual membership fee for a participating Artist Member of the Art Center is \$175.00 for a period of one year beginning the first day of January through December 31.

Partial Contract Year:

1. A new artist completing the jury process during the months of January through August will pay a **\$175.00 fee** for the remainder of the year to be a participating Artist Member.
2. A new artist completing the jury process during the months of September through December will pay a \$75.00 fee for the remainder of the year to be a participating Artist Member.

Artist Member Sabbatical:

A participating Member Artist may request a sabbatical period if they are unable to meet their regular obligations and need a limited period of time without working at the gallery. Their work will not be displayed during the sabbatical, and at its conclusion, the artist work does not have to be re-juried - they simply continue as they had before, with work displayed and the Artist working at the gallery as per the standard contract. The request for a sabbatical may be requested in writing to the Board Treasurer/Accountant.

An artist member receiving a sabbatical during a contract year may join as a general individual or family membership in the next contract year. If a request is made to activate the artist contract by August 31, the artist may receive a credit for a general individual **(\$55.00) or family (\$75.00)** membership payment towards the \$175.00 artist membership fee. An artist activating their contract after September 1st will pay \$75.00 for the remainder of the year.

Art Center Member as new artist:

An individual who is a member of the Art Center and who is juried in as an Artist Member may also receive credit for the general membership fee, as above.

Emeritus artist members:

From time to time, the board of directors may designate emeritus status to a long term

participating artist. Emeritus status is granted only at the discretion and invitation of the board. Items to be considered include but are not limited to the following: health, age, service to the Art Center, length of service. Once emeritus status has been designated, the requirement for staffing the gallery and the artist fee is waived annually.

Artist display by guest (non-member) asked by the Exhibit Scheduling Committee: The issue of having guest (non-member) artists display work in the Art Center is a subject that always brings questions. It is done as part of our outreach, and community participation and education efforts. The Board policy stipulates that requests for such exhibitions will be considered on a case-by-case basis, and appropriate justification and rationale must be provided in writing. The artist would normally pay a \$300 fee for use of the Sunroom, and the gallery commission will normally be 50%. Again, it is on a case-by-case basis.

“Meet the Artist” show scheduled for January:

This show will feature artists who have been juried in as members in the previous year. The new artists must complete training to staff the gallery, exhibit their work and meet staffing obligations for the previous year. If there are not enough staffing days open in November and December, a new artist may sign up for obligated days in the following year.

Policies and Procedures

New Artist

1. A new artist needs to apply to the Art Center of Estes Park to have her/his art juried. Each new media must be juried in separately and **cards** may be exhibited only in the same media. The jury committee will notify the artist of its decision within ten days after the jury process is completed.
2. Upon being accepted as a Participating Artist, the new artist must agree to all terms of the Artist Contract and Art Center policies and procedures. The new artist will receive a copy of these policies with the initial contract sent by the Board Treasurer/Accountant. The new artist will be placed on a three-month probation. If, during that time, the new artist has not fulfilled the terms of the contract, her/his contract will become null and void without refund of membership fee.
3. Renewal of an Artist’s contract each year is not automatic. Renewal will require compliance with the staffing requirements and policies of the Center, plus evidence of good business behavior at the gallery, in addition to continuing excellence in the his/her art.
4. Newly accepted artists must contact the Art Center Gallery Manager to schedule orientation and training before staffing the gallery.

Participating Artist

1. A Participating Artist is required to initial the staffing option and sign an annual calendar year contract, pay annual membership and fees prior to exhibiting his/her work. The Art Center of Estes Park reserves the right not to renew an artist's contract for non-compliance of the contract or policies or non-payment of dues or fees in lieu of staffing.
2. Participating Artists may select one of the following staffing options:
 - _____ Option 1: Staff the Art Center’s gallery as a volunteer (without compensation), during open hours, **14 (fourteen) full days** while this contract is in force with **no committee obligation**.
 - _____ Option 2: Staff the Art Center's gallery as a volunteer (without compensation), during open hours, **12 (twelve) full days** in support of the Art Center while this contract is in force and serve on the **assigned committee or special activity listed on page 2, section 6 of the contract**.

_____ Option 3: Pay a fee of \$750 annually in lieu of staffing 14 days or 84 hours per year, **with no committee obligation.**

_____ Option 4: Pay a fee of \$375 annually and staff the gallery 7 days or 42 hours per year between May 15 and Nov 1 **with no committee obligation.**

_____ Option 5: Artist is exempt from staffing according to the exemptions as listed below in Section 5 b.

3. Gallery staffing obligations and TEAMUP Calendar instructions:

It is the responsibility of the artist to sign up for staffing to meet contractual obligations via the online staffing calendar. You can access the Teamup calendar through this link <https://teamup.com/kssparx1q9ykdnrtaa>

The calendar should open to a view that shows you the entire month at once. Once you have opened the calendar, you can sign yourself up to staff in a few simple steps:

1. Click on the box for the day you want to staff. The box itself, not the date. This opens a box that allows you to enter your name. At the top it says "Enter the event title..." This is where you type your first and last name.

2. Uncheck the box directly below the date with the blue check mark in it that says "all day" only if you want to sign up for a half day. This opens boxes on the right of the date that allow you to enter a start and end time. This allows you to sign up for a half day (11am 2pm OR 2pm-5pm). (You may have to call the gallery manager or Alice to add your name and remove the no title).

3. Click the green box in the top right-hand corner that says "Save," and your name should appear in the box for the date you want to staff.

4. That's it! You have 30 minutes after you sign up to change your entry. After that, it is locked and you'll have to call Gallery Manager or Alice to ask to change it for you.

5. To check the number of days staffed: In the search box, write your name, enter Jan 1 – Dec 31, click the search arrow. Then count the number of days listed. Time worked for the year is maintained on the online calendar. Staffing obligations not met in this calendar year will carry over to the following year. If you staff more than 14 days, this will also carry over to the following year. The Gallery Manager/ Board Treasurer will review the staffing calendar on a monthly basis according to the following policies:

- If you are on the 12 day or 14-day staffing plan, you need to sign up for a minimum of one day per month to stay current. Your contract also specifies approximately 2/3^{rds} of your staffing days will be between mid-May and November 1 when the gallery is open daily.

- If you are on the pay and staff 6-day plan...by June 1 you need to sign up for a minimum of 3 days.

- Artists not meeting these staffing requirements will not have their work hung for the upcoming exhibit.

It is the responsibility of the artist to find a replacement, if the artist is unable to staff the gallery. In case of emergency, (after 5 p.m. the day before your shift begins) your first line of contact is to **call the gallery manager, at _____**. If gallery manager is not available, the next contact should be **Alice League at 970-577-0131 or Cynthia Reedy at 970-980-9443.**

Please remember, these contacts are for *emergencies and last-minute difficulties.*

It is your responsibility to contact another artist to cover your staffing shift.

The Artist is an independent contractor and under no circumstances considered an employee of the Art Center. Your contractual staffing obligations are an integral part of the artist-gallery relationship. If schedule changes are made after you have initially signed up on the online calendar, it is your responsibility to notify the gallery manager or Alice to change the electronic record. Otherwise, you will not receive credit for your staffing day!

4. Committee assignments:

Artists selecting contract **option #2** have been assigned to one project committee, in addition to their staffing requirements. The list of committees will be reviewed and approved by the Board annually, and may include, but not be limited to:

Education, Exhibit; Hospitality; Marketing; and Plein Air.

2025 Art Center Committees

Accountability for committees: *A committee may not take action that affects the finances, policies, or public image of the Art Center without Board approval.*

Each committee shall have a chairperson, which will be appointed by the Board of Directors. The Chairperson of each committee shall provide the Board with a written monthly activity report and the recommended action items of each committee. Board recommends holding at least one face to face committee meeting annually. These actions provide a consistent image and message coming from the Art Center.

Education Committee: Diana Wade, chairperson;

Develop and implements an education plan for the year:

- recruit artists to teach classes
- develop annual adult class schedule flyer
- develop children's class schedule flyer
- provide Marketing Chairperson with all necessary info for website posting and social media publicity regarding all Adult and Children's classes
- send information to gallery manager to prepare and update class schedule book regularly with copy to treasurer with appropriate notes for gallery staffers
- advise committee members to be available to open and close if staff not available
- may schedule evening educational programs and provide Marketing Chair and Gallery Manager with pertinent photographs and copy for website posting and social media publicity
- develops mentor program policies
- recruit artists as mentors
- recruit students for artists to mentor
- match students and artists to participate in the program
- provide all pertinent artist and student information to Marketing Chair and Gallery Manager for publicity and implementation of the Mentor Show
- implement the process of awarding an annual \$1000 scholarship to a deserving high school senior with an interest in pursuing an education in the visual arts
- provide pertinent photographs and copy to treasurer re: current scholarship recipient to frame/post on gallery hallway wall
- provide pertinent photos and copy to Marketing Chair for website posting and social media publicity

Exhibit Committee: Jim Sneary, chairperson:

- contact committee members approximately 2 weeks prior to show hanging date to assure members are available to participate on hanging day. Recruit additional artists to assist as needed.
- coordinate hanging of the artwork for all shows each year
- check with featured artist about special needs or signage prior to show
- assign committee members to remove artwork from prior show and store in artist bins
- assign committee members to move artwork from the artist bins to the gallery using the check-in sheet for the show
- assign committee member teams to hang the artwork
- has the right to accept or reject any piece of art, rotate art as exhibit space requires, ask artist to bring in new work and ask artist to pick up specific art.
- allocate each non-featured artist approximately 25 square feet of display space and be hung together, in as much as possible.
- assure the following items are complete by the end of hanging day
- each piece of artwork has a title card
- holes in wall are filled and painted
- lights are adjusted appropriately
- artwork is straightened
- gallery cleaned and ready for business the following day
- send an activity report to the board prior to each board meeting

Exhibit Show Schedule Committee: Cynthia Reedy, Chairperson

- review any artist policy changes that may have been made in the prior year
- contact each planned featured artist to ask if they plan to invite a guest artist to share the show.

If so, schedule only the AC artist and the guest artist for the show.

- schedule “Meet the Artist” in Jan for new artists of prior year
- schedule “mentor show” in Feb for only mentors and mentees – no other featured artist
- schedule FACE show in June at same time as Wool Market
- schedule “Estes Park Plein” mid - August thru September
- prepare the featured artist show schedule for the following year by August of the present year and present final schedule to board for approval
- email in August final schedule to Alice League to prepare official exhibit schedule and to obtain liquor license. Alice will send schedule to Pauline Bustamante for recruitment of show sponsors.

Jury: Susan Anderson, chairperson:

- jury committee reviews the work of artists requesting artist membership at the art center
- jury committee chair informs the applicant in writing of acceptance or rejection with copy of the letter sent to gallery manager and to the Board Treasurer. Alice will assign artist number and send contract and artist policies/procedures to the artist. following receipt of the signed contract, gallery manager will contact the artist to schedule review of the contract, artist policies and procedures, and front desk training prior to next show.

Hospitality Committee: Gallery Manager, chairperson:

- Purchase food and wine for receptions
- Contact and schedule volunteers for openings and First Friday events
- Contact volunteers to assign reception duties:
 - prep food starting at 4 p.m.
 - host the wine table
 - refill food items during the reception
 - clean up and put away extras after the event
 - assign volunteer to wash tablecloths

Marketing: Mary Benke, chairperson

- develop new ways to increase Art Center visibility through name recognition, marketing gallery artwork and promoting membership, activities and events of the center.
- develop and make presentations about the AC to area groups
- develop budget for marketing committee
- maintain a social media presence on applicable social media platforms
- prepare and send via email a monthly newsletter
- oversee website development and maintenance

Membership: Alice League, chairperson;

- update and print artist and general membership applications
- send general membership renewal applications
- maintain membership lists
- update member email on constant contact roster

Special Projects – Diana Wade and Pauline Bustamante Co-Chairpersons;

Major project is the Magic of the Mask show that is held in conjunction with the Mentor Show in February.

Recruit sponsors for youth scholarships

Projects may change from year to year.

General Policies

1. Artists are encouraged to attend artists' featured artist show to network with artists and center members. Wearing a name tag while staffing the gallery or attending receptions is encouraged.
2. The Art Center does not require exclusive representation of member artists nor restrict their right to sell work at other locations.
3. The Art Center charges a commission of 40% of the retail proceeds of general artwork sold through the Art Center Gallery and 30% for inventory sales held annually. **Sales** made as a result of all **social media publicity** shall have a commission of 60% if the sale and sales tax is collected by the Art Center. If the artist sells item personally, the artist shall pay the Art Center 15% for the referral and will be responsible for collecting the appropriate sales tax. Art Center shall issue payments via the Bank of Colorado Payment Processing Center, P.O. Box 1029, Hickory, NC 28603-1029 with a listing of items sold for the month emailed from treasurer@artcenterofestes.com of all such sales to the Artist by the 10th of the month after the month of sale.

4. All artwork consigned to the Art Center shall remain the sole property of the artist until sold. The artist agrees to pay the Art Center 15% of retail sales price on any artwork sold as a result of exhibiting in the Art Center gallery or through an Art Center referral.
5. The Art Center shall assume the cost of advertising and promotion for all scheduled exhibits. If an artist wants additional promotion, she/he must pay the advertising cost. The Art Center uses images of artwork for promotional purposes on social media platforms. All artists encouraged to send photos of their work on display to the Gallery manager for promotional purposes. The Art Center also routinely uses gallery photos taken of each exhibit. By signing the contract, the artist grants the AC permission to use images of their work.
6. Liability insurance is carried by the Art Center for the premises and for member's properly inventoried artwork located at the center (see Section 8. below). The Art Center is not responsible for damages incurred to artwork in transit to and from the Art Center.
7. Artist agrees to obtain/maintain a release for the right to use and individual's photograph or image when composing work to present for sale at the Art Center of satellite exhibit.
8. Each artist is required to review her/his art inventory on a semi-annual basis (1) for appearance and (2) to assure that his//her individual Artist Inventory Forms are accurate and that pieces are properly identified. The inventory review needs to be completed twice a year as indicated on the AC inventory form. Complete new inventory sheets at the beginning of each year and as necessary throughout the year so that they remain neat and easy for the accountant to mark off inventory. **Remove all prior years inventory sheets at the end of the year from the inventory book.** Art Center will only be responsible for 60% of the retail price of items delivered on or after January 1, 2025 that are listed as missing, and only if Artist has notified Art Center Treasurer of missing item(s). Art Center will not be responsible for payment of missing items not reported following the required inventory review in June or December of 2025. Each artist will also maintain a personal copy of the inventory sheets in addition to the copy on file at the Art Center.
9. All artwork must be properly presented. Two-dimensional art must be framed properly and have clean matting. Framing must be of professional quality, appropriately backed, with no protruding sharp push points. Hanging wire must be attached securely. Pieces in Duraplaq format must have hanging wire attached. Art pieces will not be hung by cleats. Wire ends must be tightly and neatly wound, with no protruding sharp ends. Saw tooth hangers are discouraged. Framed work not meeting these standards will not be hung.
10. In an effort to keep the gallery neat and professional, the Art Center requires that artists who wish to bring in a bin for display of their work use the same type of bin, one bin per artist. Bins should be of black canvas with black or metal legs, roughly 47 inches tall, and stable. Requests to use a different type of display rack may be submitted to the Exhibit Committee Chairperson. The Chairperson may at his/her discretion, remove any substandard or damaged bins and place the work in the artist's slot in the workroom.
 All unframed bin work must be wrapped in clear, protective covering and displayed according to the approved bin policy. Bin work is displayed and placed near the artist wall-mounted works throughout the gallery. Plexiglass holders are affixed to the wall in the hallway to display artists' cards/matted pieces. Card racks are also available for card display. Bins will be displayed at the discretion of the hanging committee according to space available.

11. Art Center policy on display of reproductions: The Art Center allows for the display and sale of reproductions of artists' original work. Such work should include information on the back of each print inside the clear protective covering with "reproduction" clearly marked which include giclee prints and may be placed in the main gallery in bins provided by the individual artists. No reproductions including giclee prints will be shown framed on the wall. All reproductions/giclee prints must be generated in an archival format. This policy is not applicable to photography. Individually created prints (e.g., lithographs, etchings, etc.) are considered original works.

12. Art Identification and Inventory Procedures

- **Art is to be delivered to the Art Center during business hours no later than the turn in listed on the exhibit schedule.** Exceptions to published turn-in date(s) require prior approval. Art brought in after this day will not be displayed until the following exhibit.
- Each Participating Artist is assigned an Artist I.D. number which serves as identification inventory control.
- The Art Center's liability insurance covers only art which is properly inventoried and identified. The artist is responsible for accurately completing the following paperwork. The paperwork is located at the Artist Work Station in the workroom.

- Artist Inventory Form:

Complete a new the Art Center Inventory form each year for the Art Center inventory book. **Remove all prior year inventory sheets at the end of each year.** The artist may complete a computerized form but it must be in the same format (landscape) as the Art Center form, making sure your **name and artist number is at the bottom of the page.** Annotate the date art is delivered to the Art Center. The Inventory Form must be co-signed by a gallery staffer for work turned in or removed from the Art Center. Art improperly inventoried and/or identified will not be exhibited.

- Inventory Number: (Sample) **504-01** (Artist I.D. Number + Art I.D. Number)

The Inventory Number is a combination of the Artist I.D. number and the Art I.D. number determined by the artist. Write in the title, medium, and retail price.

- Art Inventory Sticker: *Sample Inventory Sticker* **504-01 \$65**

The Inventory Sticker--approximately 1/2" square--is to show the Inventory Number and retail price and at the time of sale is removed and attached to the sales invoice.

The Inventory Sticker is to be placed on the back in an upper corner or tied to the art. For hanging and "bin work", the sticker is placed on the back in an upper corner.

If you wish to identify your cards, prints, small items etc. with a letter, place the letter between your artist number and the inventory number... your inventory number should read 204-C-01 (card) or 204-P-01 (print).

- Inventory Sale Sticker: *Sample Inventory SALE Sticker* **I-504-01 \$65**

When labeling work for the annual inventory sale, **place an "I" before your artist number to identify the piece as a sale item.** (The "I" must come before the artist number to allow for sorting in the accounting program and to make sure you receive the correct percentage payment for sale items.)

- Art Exhibit Identification Form – two ply form, White and Yellow. This form is self-explanatory. Press hard, print clearly, and be accurate and complete. From this form the title card is printed.

Attach the **yellow copy** of the completed form **to front of the art. Slip between glass and the frame or tape to the back in the lower right-hand corner so the yellow copy can be seen from the front of the art. Clip your white ID forms together in numerical order and place in the blue folder.**

- Exhibit Check-in procedures – must enter work only new work delivered on Artist Check-in Clipboard. When you bring in your new work for a show.... **do not miss this step. If your name is not listed on the check-in sheet, your work may not be hung!** The exhibit committee uses this check-in sheet to find the new pieces to hang for the show. When bringing in new work, add your name to the **Artist Check-in Sheet** located on clipboard hanging on the wall next to the blue folder for the white ID forms.

- List your name
- Number of **NEW** art pieces delivered
- Indicate where the exhibit committee may find your new work (in your bin, in the gallery, in the classroom, someone else's bin).
- Indicate work now on the walls that you want removed from the walls and returned to your bins.

The artist is responsible for rotating work on a regular basis so each exhibit looks new and fresh. If new work is not presented after two shows, your work may not be hung in the next show. The **Artist Check-in sheet** is used by the exhibit committee to pull work from your bin to hang the show.

13. Exhibit Procedures

1. The Exhibit Committee chairperson has the right to accept or reject any piece of art, rotate art as exhibit space requires, and ask artist to pick up specific art.
2. Exhibited art cannot be removed from a scheduled exhibit without the approval of the Gallery Manager.
3. Wall space for two-dimensional art is approximately 25 square feet per artist. Artists are requested to take the following information into consideration when submitting work. Each artist will be allocated equal square footage of display space, in as much as possible, except the featured artists. Each artist's work will be hung together, in as much as possible.
4. Removal of un displayed art is the responsibility of the artist. Annotate and have co-signed the Art Inventory Form in the Inventory Book when removing art from the Art Center.
5. Storage bins assigned to artists are the responsibility of the artist. Over crowded bins are a damage risk to the stored art. Appropriate protection is to be provided by the artist. Damage due to overcrowded bin is the responsibility of the artist.
6. Artists may supply prints for the bins in the Gallery. All prints must be matted and shrink-wrapped. **Only original art will be hung on the Gallery walls.**
7. Each exhibit except the Mentor show will have one or two Featured Artists exhibiting her/his art on the Featured Artist Wall in the Gallery on a rotating basis.
8. From time to time, the Art Center Board of Directors may approve a Special Invited Artist to replace a Featured Artist for a scheduled exhibit.
9. Any exception to the Art Center Artist policies and procedures require approval by the Board of Directors