

SAAG Gallery & Studio Entry Form

Session1: February- July

Session 2: August- January

Artist Applying_____Email_____

Address, City and Zip_____

Home Phone _____Cell Phone _____

1. It will be your responsibility to pay your own sales tax to the state.
2. Application Fee: \$25 plus a Southern Arizona Arts Guild Membership of \$50 (Single), \$75 (Couple). You must maintain your SAAG Guild membership annually.
3. Fees: Regular Artists: You will pay a space rental fee based on the size of your display and a commission of 20% to SAAG for all art that is sold.

Cards and Sling Artists: Artists with cards and/or prints only, with no other art in the gallery, pay commission of 50% of total sales. (These artists pay no monthly rental fee and do not work.)

4. All applicants will be juried in based on the diversity of your artwork and what it offers to the Gallery. If accepted, all new incoming art submissions will be juried.

SAAG Gallery Guideline:

All artwork must be for sale and be your original work. The Gallery Manager has the final decision on acceptance of work or its removal. All work must meet the SAAG Gallery standards.

1. The Gallery Merchandiser Team will make the decision of placement of your art based on the current artists and new applicants.
2. All inventory sheets must follow the same numbering system for all artists which is 1, 2, 3, etc. preferably with no alpha included in numbering system unless it is relevant to your own system. If that is the case, the alpha letter must follow the numbers. Cards must be on a separate inventory sheet. All inventory sheets are newly submitted each quarter and will remain the property of the SAAG Gallery. Artists should keep a copy of the inventory sheets for their personal use.
3. Artists must price their work in whole dollar amounts. Artists will be required to participate in the 10% off sales events. (Note: price your work accordingly for sales tax and discount days)

4. All artists will be required to attend a training session and returning artists might be required to attend a refresher course.
5. Each artist will work 3 to 4 shifts per month as specified in the SAAG Guidelines. Shifts will vary between 4 and 5 hours dependent on store hours.
6. If a member is not cooperative or is disrespectful towards other artists, the Gallery Management Team has authority to make decisions regarding continuance in the Gallery. The Executive Board may get involved if necessary.
7. All artists are required to work their assigned shifts. If there is a conflict you may trade shifts or negotiate a fee with an artist in your category to work your shift. If you have an emergency and the management team has to find a replacement, you will be responsible for paying the replacement artist the \$10 per hour fee. Any long term situations can be worked out with the Scheduling Manager.
8. You must work on a committee each session.

Committee interest/talents: ____ Marketing, ____ Event Teams*, ____ Administrative, ____ Reception Teams* ____ Training Team, ____ Accounting Team, ____ Maintenance Team, ____ Merchandising Team, ____ Lighting,
 Other:_____

*Teams work with: refreshment set up, water/wine bar tender, table set up and décor, greeter, etc.

I have read, understand and will adhere to the daily duties check list, the SAAG Creed and SAAG Gallery Guidelines as stated in the SAAG Policy and Procedures. I hereby release and discharge the members of SAAG Gallery & Guild from any and all claims occasioned by damage or loss of artwork while in the possession of the Southern Arizona Arts Guild. I hold SAAG and all members harmless for any accidents I have at the SAAG Gallery. I hereby confirm that I am able and willing to work the required shifts and make responsible and appropriate decisions. I agree that any and all member's personal emails and or phone numbers will not be used for solicitation in other venues, direct competition or for mass communication that has not been approved by the SAAG Board of Directors. I accept that this could result in a legal liability.

Signature: _____ Date: _____

Check-in day Checklist (bring the following):

1. Completed inventory sheets (don't forget a separate inventory sheet for cards/prints). Make sure you have copied them for your records.
2. A payment for gallery space rental plus the additional fee to cover your last month space rental.
3. A check and application for SAAG Guild membership (\$50 single or \$75 for couple), if appropriate. May be prorated.
4. A payment for \$25 for first-time gallery participant, if appropriate.
5. Price tags for all items with numbers matching your inventory sheets, item price and your last name.
6. Your artwork.
7. Your biography.