

FOCI MINNESOTA CENTER FOR GLASS ARTS

MN State Fair Gallery Agreement



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Important Dates

- Artwork Inventory Submission & Appointment Scheduling: June 15 - August 8th
- **Final Date to submit or revise Artwork Inventory: August 8th**
- Final Date to submit request to remove artwork from studio gallery location: August 8th
- Studio Artwork Drop Off: July 1- August 15th
- State Fair Artwork Drop Off: August 18th-19th
- MN State Fair: August 24th-September 4th
- State Fair Artwork Pick Up: September 5th
- Studio Artwork Pick Up: September 10th - 23rd (prior notice must be given by August 19th)
- Payment for Sales: Mid-October

Inventory Submissions

Artists are required to upload their artwork inventory list when scheduling their artwork drop off appointment. Any revisions to the inventory list will be accepted no later than August 8th and must be emailed to gallery@mnglassart.org. Inventory list should be submitted as a spreadsheet ([see template here](#)). Group production items by style and size, it is not necessary to add a line item for each color variation.

Removing Artwork from Studio Gallery for State Fair

Artists who currently have work in Foci MCGA's home studio gallery location who wish to remove items to add to their State Fair Inventory, must submit their requests to remove items no later than August 8th. Requests to remove artwork must be made via email to gallery@mnglassart.org. Artwork may not be removed from the gallery until the artist has received confirmation from Foci MCGA staff. Artwork may be removed from the gallery no later than August 15th.

Artwork Drop Off Appointments

Artists are required to create an appointment for artwork review/drop-off at the MN State Fairgrounds. Accepted artwork is chosen at the sole discretion of Foci MCGA. Work that does not meet the submission and artwork requirements listed below will not be accepted. State Fair artwork drop off appointments must be scheduled through www.mnglassart.org/gallery-submissions.

Artist's seeking early drop off at Foci MCGA Studio must schedule an appointment through www.mnglassart.org/gallery-submissions. **Early drop off appointments must be made no later than August 8th.** Early drop off appointments can occur between July 1- August 15th. A transportation fee will be charged for artwork transportation by Foci MCGA to and from the MN State Fairgrounds.

State Fair Artwork Drop off

Dates: August 18th-19th (8:30am-4:30pm)

*Final inventories submitted no later than August 8th

Artwork dropped of without an appointment will not be accepted

All appointments must be scheduled through www.mnglassart.org/gallery-submissions.

Location: 1847 Dan Patch Ave, Saint Paul, MN 55108

Artists may enter the fairgrounds through either:

- Gate #0 at Dan Elmer Way, Saint Paul, MN 55108 or
- Gate #7 at 1640 Como Ave, Saint Paul, MN 55108

The fair booth is located on West Dan Patch Ave in the West End Market, near the Schilling Amphitheater. Parking is available on the street in front of the booth. Parking on walkways is prohibited.

Appointment will last about 30 minutes to check artwork and confirm the inventory. Artists will be asked to assist in putting price tags on their work, Foci MCGA will provide the price tags. Price tags will be made ahead of time based on submitted inventory. Artwork brought to appointment must reflect submitted inventory.

Foci MCGA Staff will have the submitted inventory printed out. Some artists with a lot of production items may be asked to leave a container to store back stock. In this case artists should legibly label containers with their name and include containers on their inventory sheet if they want to ensure they are returned (this can be done during drop off). All other artists should take unneeded boxes and packaging with them after drop off. After staff has reviewed and approved of artworks, artists are required to sign the inventory sheet to confirm it is correct. *In the case of an inventory discrepancy after the fair ends, Foci MCGA will reference this signed inventory sheet. Please take care in reviewing your inventory.*

Staff will photograph and email the signed inventory sheet to the artist for their records.

Early Studio Artwork Drop

Dates: July 1st - August 15th

Artwork dropped of without an appointment will not be accepted

All appointments must be scheduled through www.mnglassart.org/gallery-submissions.

Location: 2213 Snelling Ave, Minneapolis, MN 55404

Artists may temporarily pull in front of our main entrance to unload artwork. Foci MCGA has carts available to move artwork.

Artwork to be evaluated should be unpacked onto the tables in the Classroom. Foci MCGA Staff will have the submitted inventory printed out. Artists should also include containers on their inventory sheet if they want to ensure they are returned. Containers should be legibly labeled with the artist name. After staff has reviewed and approved of artworks, artists are required to sign the inventory sheet to confirm it is correct. *In the case of an inventory discrepancy after the fair ends, Foci MCGA will reference this signed inventory sheet. Please take care in reviewing your inventory.* Staff will create copies of the signed inventory sheet. Artists will be given one for their records and another will be taped to the outside of the container the artwork will be transported in. Artwork will be kept in a secure, locked location.

Transportation Fee

Once artwork review is complete, artists will be asked to securely pack all selected artwork in a box or lidded bin for transportation. Artists are responsible for providing packing materials and thoroughly packing work. Artwork that is not securely packed in a sealable and stackable box or container will not be accepted. Foci MCGA is not responsible for any artwork damaged during transportation. Artists may carry their own insurance if they choose to, but are not required to. Artists must indicate at time of appointment if they require one-way or roundtrip transportation. A transportation fee will be charged as follows:

One-way

Longest dimension

6" and under **\$5/box**

6"-12" **\$10/box**

12"-16" **\$15/box**

16"-24" **\$20/box**

24"+ **\$25/box**

Round Trip

Longest dimension

6" and under **\$10/box**

6"-12" **\$20/box**

12"-16" **\$30/box**

16"-24" **\$40/box**

24"+ **\$50/box**

Artwork Pick Up

All artists must commit to picking their unsold artwork at the State Fairgrounds on Tuesday September 5th. Artists unable to pick up at the Fairgrounds on this date are required to give Foci MCGA staff notice by August 8th and will be charged a transportation fee to bring artwork back to the studio. **Transportation fee and an additional service fee of \$30 will be charged to artists who do not pick up their work from the Fairgrounds and who did not make a prior request to have their work transported back to the studio. This fee will be invoiced to the artist or deducted from the artist's payment.** See chart on previous page for transportation fees. Artwork not retrieved within 30 days of the end of the fair will be considered forfeited by the Artist (unless other arrangements have been made). Forfeited artwork becomes the property of the Foci MCGA.

Artwork Pickup From the Fairgrounds

Date: September 5th

Time: 9am-4pm

Location: 1847 Dan Patch Ave, Saint Paul, MN 55108

Artists may enter the fairgrounds through either:

- Gate #0 at Dan Elmer Way, Saint Paul, MN 55108 or
- Gate #7 at 1640 Como Ave, Saint Paul, MN 55108

Artists are required to pick up their artwork directly from the State Fairgrounds (unless prior arrangements have been made) and are expected to bring their own packaging materials. Staff will review the final inventory with the artist upon pickup and will request the artist to sign off on it. Artists should double check that the inventory is correct.

Artwork Pickup From the Studio

Date: September 9th- 24th

Time: 11-6pm Tuesday-Sunday, closed Mondays (no appointment needed)

Location: 2213 Snelling Ave, Minneapolis, MN 55404

Artists may request no later than August 19th for Foci MCGA to transport their artwork from the Fair back to the studio for pickup. A transportation fee will be charged. Artwork that is not picked up from the fairgrounds without prior planning will be subject to the transportation fee and an additional service fee of \$30. This fee will be invoiced to the artist or deducted from the artist's payment. Staff will review the final inventory with the artist upon pickup and will request the artist to sign off on it. Artists should double check that the inventory is correct.

Commission Rates and Payment

- **Researcher Level Membership and Non-members:** Commission Rate is 50/50
- **Professional & VIP Level Membership:** Commission Rate is 60/40

Commission checks will be ready for pickup from the studio by mid-October 2023. You will be notified by email when your check is ready to be picked up. Artists may request to have their checks mailed. A record of sales will be included. Artists have 30 days from their payment date to notify Foci MCGA of a discrepancy in their inventory or payment amount. After 30 days from the payment date Foci MCGA will not make changes.

If artwork is stolen, lost, or broken, Foci MCGA will compensate you for the retail price of the item minus Foci MCGA's commission, not to exceed the amount of \$300.00 per item, regardless of the rate of commission. Artists will not be reimbursed for work that breaks due to poor construction of installation devices, such as hooks, hanging wires, uncured/improper adhesive, etc.

Artwork Display Guidelines & Requirements

- All accepted artwork will need to be on display for the entirety of the fair. *Artwork may not be picked up until the day after the fair ends.*
- Jewelry items should be delivered in individual small plastic bags. Foci MCGA is responsible for gallery displays.
- Work must be an original design from the maker and must display technical proficiency, artistic integrity, and the artist's personal aesthetic.
- Accepted artwork is chosen at the sole discretion of Foci MCGA. Reasons for artwork not to be accepted may include poor craftsmanship, too delicate or too cumbersome, unoriginal, no appropriate space for display, priced too high or too low.
- All artwork must be clean with no sharp edges or "blown out" punty marks.
- Any coldworked objects must be coldworked to 600 grit equivalent or higher. Faceted edges/bases must be beveled to prevent chipping.
- Foci MCGA has the discretion to limit the number of glass pieces any one artist brings in for inventory. Storage space for work not on display is very limited. We are only able to keep a small amount of backstock.
- Artists may include up to a 1" stack business cards or printed material with accepted artworks.
- Glass pieces made with the intention of consuming tobacco products will not be accepted as the sale of such items is prohibited by the Minnesota State Fair.
- Work that is not for sale will not be accepted.

Photography and Social Media Notice

The artist reserves all copyrights to the reproduction of the artworks except as noted in writing to the contrary. Foci MCGA may arrange to have the artworks photographed to publicize and promote the artworks through Foci MCGA's Website or Social Media accounts. Foci MCGA shall include on each bill of sale of any artwork the following legend: "All copyrights to reproduction of the artwork(s) identified herein are retained by the artist."

MN State Fair Gallery Agreement

Name:		Display Name:	
Street Address:			
City:	State:	Zip:	
Email:	Phone:		
Professional Website/Instagram:			

Commission rate

- Researcher level membership or non-member (50/50 Commission)
- Professional or VIP level membership (60/40 Commission)

<p>Artwork Drop off</p> <ul style="list-style-type: none"> <input type="checkbox"/> State Fair Drop off <input type="checkbox"/> Early studio Drop off Transportation Fee: <ul style="list-style-type: none"> <input type="checkbox"/> One way <input type="checkbox"/> Roundtrip Number or boxes: <ul style="list-style-type: none"> ____ 6" and under \$5/box OW, \$10/box RT ____ 6"-12" \$10/box OW, \$20/box RT ____ 12"-16" \$15/box OW, \$30/box RT ____ 16"-24" \$20/box OW, \$40/box RT ____ 24"+ \$25/box OW, \$50/box RT Cost: _____ Receipt #: _____ 	<p>Artwork Pickup</p> <ul style="list-style-type: none"> <input type="checkbox"/> State Fair Pick up <input type="checkbox"/> Studio Pick up Transportation Fee: <ul style="list-style-type: none"> <input type="checkbox"/> One way Number or boxes: <ul style="list-style-type: none"> ____ 6" and under ____ 6"-12" ____ 12"-16" ____ 16"-24" ____ 24"+ Cost: _____ Receipt #: _____
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Inventory

See attached

Agreement

- I agree to the terms stated in this Foci MCGA State Fair Gallery Agreement.
- I would like my contact information to be given out for potential commissions.

Artist Print	Signature	Date
Foci MCGA staff	Signature	Date