



## Application for Membership to Micropolis

### ARTIST APPLICATION

(Member Responsibilities Revised — 04.2018)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work or Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Artistic medium and description of current work:

Why are you interested in becoming a member of the co-op?

As a member of the co-op, participation and an active role are requirements of membership. What skills do you have that you can offer? (examples: writing skills, photography, marketing, accounting, web design & maintenance, social media, etc.)

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

*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 art-work 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 artist is not invited to join the cooperative.*

#### ARTIST MEMBERSHIP RESPONSIBILITIES

- 20% commission on sales.
- Artist members pay \$10.00 per month which goes toward the rent we pay to Mohawk Harvest and other operating expenses.
- Artist members work a minimum of six hours per month in the gallery. (Two 3-hour shifts or three 2-hour shifts per month suggested).
- Members are expected to attend meetings, take on a job, serve on committees, and take an active role in curating and contributing time and effort to the co-op

#### MEMBER SELECTION AND REQUIREMENTS

- Members will be selected from the applications by a jury comprised of current exhibiting Micropolis members

#### PROPOSED WORK SCHEDULE

- The art co-op will be staffed as many days as possible, with the hope that eventually a member will be in the gallery each day of the month to assist shoppers, maintain the gallery space, and update the books. Member artists will work a minimum of 6 hours a month. Two 3-hour shifts or three 2-hour shifts per month suggested.

#### OTHER CATEGORIES FOR PARTICIPATION

- Patron and vendor membership categories are available on our website ([www.micropolisgallery.com](http://www.micropolisgallery.com)) if you are interested in participating on a level other than artist member.

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 20% 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 earnings.
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 for display which includes title, medium, description, and retail price.
6. **Display.** 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. Member artists will receive priority wall space over vendor artists.
7. **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.
8. **Tax Forms.** According to current IRS procedures, artists will be required to complete a W9 form. Micropolis will issue a 1099 form to each artist with over \$600 in earnings from the sale of work at Micropolis.

*\*Please note: policies and procedures may be changed by discussion and a majority vote by working members.*



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**ARTIST APPLICATION**  
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: \_\_\_\_\_