



Submission for Gift Shop: Art and Artisan Work for Sale Agreement

Name (please print): _____

Address: _____

Phone: _____ Email: _____

Membership Active Through: ____/____/____ (date) ***Membership must be kept current to feature in gift shop**

Work Submitted (please print):

ARTIST INITIAL: _____

				FOR OFFICE USE	
	TITLE	MEDIUM	PRICE	POS-IN	POS-OUT
1			\$		
2			\$		
3			\$		
4			\$		

- I, the undersigned, agree that I will not hold the Art League of Ocean City, any of its volunteers, employees, or Board members responsible for any loss or damage, however caused, to any work submitted for sale, including any packaging and display materials. **ARTIST INITIAL:** _____
- Artwork may be retrieved by a person designated by me and made known to the Gallery Assistant.
- I understand that the ALOC receives a commission of thirty percent (30%) of the sale price of artwork and all sales of artwork exhibited must be processed through the ALOC. If the sale price was discounted through an ALOC member purchase discount, the artist will still receive 70% compensation as a percentage of the asking price. **Payment will be mailed by check to the artist the first week of the month following the sale.**
- I understand that all prices are established by the individual artists and are not negotiable by the ALOC, its staff or gallery volunteers. However, due to overhead costs the minimum price for any item is \$10.
- I understand that the ALOC reserves the right to judge whether or not a piece of art is the work of the submitting artist, and if the work is appropriate for display in the ALOC gallery or at other ALOC shows or community events.
- I understand that an unaltered image of my artwork may be used in publicity (print, web, and social media) with credit given to the artist.**
- The number of artwork in the retail area is limited to 4 pieces by any one artist. In order to keep the retail area fresh and to allow the maximum number of artists to display, art work is limited to six months and will be displayed on a space available basis. I understand items are subject to be backstocked if space is limited. Artwork not retrieved 3 months after the 6 month display period, or 3 months after contact by ALOC representative to retrieve the object will be disposed of in any manner decided upon by the ALOC. **ARTIST INITIAL:** _____
- To comply with Federal tax laws, the ALOC is required to issue a 1099 to any artist who sells more than \$600 in any calendar year. A W-9 Form will be provided by the ALOC.
- I hereby accept all the conditions outlined in the exhibit guidelines and this entry form.

SIGNATURE: _____ DATE: _____

ALOC Representative's Signature: _____

NEW Requirements for Displaying In the Gift Shop

The Art League of Ocean City is committed to maintaining a professional standard for gift shop artisans, so that we are able to maximize sales, for the mutual benefit of the Art League and the artisans whose works are featured in the gift shop. The Gift Shop Committee has outlined the following guidelines for the gift shop:

1. The artist must be 18 years or older and may be a professional or rising artist.
2. Work must be submitted by a current membership holder.
3. New Gift Shop Artists can apply online at our website: <https://artleagueofoceancity.org/gift-shop/>
4. Artists may have **4 items** in the gift shop at one time. Authors may have 3 copies per title of their books at one time. Cards and stationary will be considered separately, and artists may have 4 reproductions of cards and/or stationary at one time in addition to other items. Each artist is able to submit artwork by appointment pending approval to be submitted to the gift shop area. **The Art League reserves the right to refuse a work if it does not meet the guidelines and requirements presented by the Art League and the Gift Shop Committee.**
5. **Forfeiting items to the ALOC Staff upon drop off does not guarantee space in the gift shop. Items will be included at the discretion of the Gift Shop Committee. Items are subject to be backstocked if space is limited.**
6. All artwork accepted into the gift shop is able to remain on display for **6 months** after the date of drop off. After **6 months**, the work will be pulled, and the artisan must retrieve their work at the soonest possible date. The artist will be notified via email, along with follow-up phone calls. After the third contact attempt with no response after 3 months, the work will be considered a donation.
7. Work may include, but may not be limited to, paintings, prints, photographs, cards, 2D mixed media, 3D mixed media, pottery, glass, fiber, silks, jewelry, mosaic, wall art.
8. Art must be produced solely by the artist; not in a class or a workshop. Work from kits or paintings of published photos and copyrighted images, other than taken by the artist, are not allowed.
9. Artwork on paper must be matted and presented in an acetate sheet protector.
10. The maximum outside mat dimensions of 2D works may not exceed **18" x 24"** (Square works may be 24" by 24" at most).
11. **All Hanging Artwork must be 8x 10 or smaller (Square works may be 8x8 at most). Hanging work must be wired or have a sawtooth hanger.**
12. All 3D work must be original and cannot be constructed from a kit or pre-manufactured items. No broken, chipped, unstable or dirty work will be accepted. No piece shall be taller than **6 inches** or have a footprint greater than **6x6 inches**, without written consent.
13. Fiber work must come on a clothes hanger with a tag attached to garments identifying Artist and Price. Please also include printed care instructions that may be attached to the hanger and provided to the customer upon purchase. No hanger necessary for purses.
14. Books do not expire, however titles will be removed if an author's membership expires.
15. **All displays will be at the discretion of the Art League of Ocean City. Artists' personal display fixtures will no longer be permitted.**
16. **Items must be priced at \$10 minimum or higher**