

**Auburn Valley Creative Arts
Outlet Collection Gallery**

COUNT ME IN!

Name _____

Contact # _____

Office Use Only	
Artist #	_____
Paid	_____
Shift:	_____

What mediums do you use? Indicate all that you wish to exhibit for sale.

Oils	Acrylics	Watercolors	Pencil	Etching	Pastels
Lino Cuts	Ceramics	Jewelry	Sculpture	Collage	Glass
Photography	other (describe) _____				

Do you have greeting cards?

Yes	No
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Do you have prints?

Yes	No
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If yes, can you bring a card or print stand?

Yes	No
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Your preferred time/day to volunteer?***

***If volunteering a 4 hour shift:**

Thursday	10:00-2:00	2:00-6:00	5:00-9:00
Friday	10:00-2:00	2:00-6:00	5:00-9:00
Saturday	10:00-2:00	2:00-6:00	5:00-9:00
Sunday	12:00-4:00	2:00-6:00	

***If volunteering a 6 hour shift:**

Thursday	10:00-4:00	3:00-9:00
Friday	10:00-4:00	3:00-9:00
Saturday	10:00-4:00	3:00-9:00
Sunday	12:00-6:00	12:00-6:00

***The number of volunteer hours required per week will depend on how many artists are showing their work in the gallery. More artists = fewer volunteer hours

Are you willing to be on our substitute list (if someone cannot work their shift?)

Yes	No
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Are you willing to switch places to accommodate occasional schedule conflicts?

Yes	No
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Are you going to submit an Artist Bio?

Yes	No
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Do you have other resources or skills that might help our gallery succeed?

I have read the artists agreement on the reverse and agree to fulfill my obligations in return for the opportunity to display my work in the gallery.	
_____	DATE _____
artist	

As soon as we tally the results and determine how many artists will be showing in the gallery we will announce the shift length and will make every effort to accommodate your preferred time and day.

**Auburn Valley Creative Arts
Outlet Collection Gallery**

Some important things artists need to know about our new gallery space.

We have been given a fantastic opportunity. The Outlet Collection Mall management is offering us nearly 7000 sq. feet of gallery space for the Holiday season. And if all goes well we will be given the opportunity to move to another space after the holidays! This is a HUGE exciting step for us.

Each of us will be able show multiple works, the number will depend on how many of us choose to participate. – but could be as many as 10 or more pieces of art. The exposure to potential buyers at the mall will be amazing.

For this to work for all of us, we have to adhere to some pretty stringent rules. We will have a Gallery Manager to help keep everything running and all of us in-line. ☺

If you would like to be a part of this great adventure please read the following requirements for artists.

1. All hanging/display (h/d) artists must be members of AVCA. Memberships are \$35 per year (Jan – Dec). IF you are not currently a member you can purchase a membership at art intake for \$35. The membership will be for November and December 2015.
 2. All h/d artists will sign the standard AVCA agreement acknowledging the fact that each artist is responsible for insuring their own work. (of course, AVCA will make a good faith effort to keep all works safe and undamaged).
 3. All h/d artists are required to work at the gallery*. The more artists we have, the less time each of us will have to work....so get the word out.
 - a. If you are unable to work your scheduled time, you will need to either switch times with another artist OR find a substitute. While there may be other non-members helping in the gallery, we need at least 2 artist/members in the gallery at all times.
 - b. There are consequences if you are unable to find a sub or switch. While each case will be reviewed by the board, you could be subject to a \$50 fine, or in the absolute worst case scenario have your work removed from the show. This all sounds harsh, and it is because to make this work we all have to be committed. But we do not think we will need to take either action. We want all of us to be successful.
 4. There will be a training on gallery rules, regulations, and sales procedures that you will need to attend and then agree to follow the rules, regs, and procedures.
 5. We can only display/hang art that is professionally presented and ready for display – see the Call to Artists for more specifics.
 6. All artwork needs to remain in the gallery until the end of the show, unless it is sold.
 7. If your work sells, you may be asked to bring in replacement work to help us keep the gallery looking fresh.
 8. We hope you will write an Artist's Bio so that interested buyers can read it and get a better idea about you and your art. All bios will be kept in a notebook available to all gallery guests.
- Gallery hours will be 10 – 9 Thursday, Friday, and Saturday AND 12 – 6 on Sunday.

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