

FOUNDRY ART MARKET MEMBER GUIDELINES

WELCOME TO OUR GROUP OF ARTISTS!

One of the things that makes us so unique is the support that an artist cooperative offers. We honor creativity, integrity, and camaraderie. Please read and consider the following rules & regulations of the **Foundry Art Market** carefully and sign the attached form.

MEMBERSHIP

MEMBERSHIP TERM: The membership year runs from January 1-December 31.

- Your annual membership fee of \$216 will be applied to the current membership year. Renewals are sent in December. (\$18 a month) If you are a new member your amount will be prorated.
- Checks for sales are available for pick up in the Foundry the second/third week of the following month. Checks will show the amount sold, and commission rate. Cashing the check is an agreement that you accept the amount on check. Detailed sales come in the weekly emails, please note your sales and keep track.

EXPOSURE: All members will be included on our website with a link to your own website. We encourage our artists to link back to the **Foundry Art Market** website. Please supply the Membership Committee with a bio, images and links to your website and social media channels.

<https://www.foundryartmarket.com/>

ARTIST RESPONSIBILITIES: As an Artist Cooperative, members are expected to take responsibility for aspects of the **Foundry Art Market** organization...

- Take ownership of the organization and take on a responsibility to help the organization function
- Volunteer hours to work in the store during open hours – not only to fulfill workshare hours you committed to for a discount, but when you see a need beyond that.
- Advertise the **Foundry Art Market** (events, etc) through personal email lists and resources (social media)
- Continue to be a working artist (create and display new work on a regular basis)
- Regularly attend/support events (First Fridays, Exhibit Openings, downtown Festivals, etc) and member meetings on the third Thursday of each month at 10 am on zoom (at this time)
- Actively participate in at least one event per quarter
- Serve on a committee
- Ensure a safe and respectful environment for all participants

EARLY TERMINATION: If a member chooses to terminate their membership before their year is completed, the annual membership fee will not be refunded.

ORGANIZATIONAL STRUCTURE

DOWNTOWN CHAMBERSBURG, INC [DCI] is the parent organization of the Foundry. They have signed our lease and provide financial management, fundraising and administrative support.

OPERATIONS: The **Foundry Art Market** operations rely on the involvement of its members to stay open. Without members, we would not be able to have store hours, plan classes, coordinate events or promote the organization. Every artist plays an important part of the cooperative! Below are more details about how to contribute as an artist.

INVOLVEMENT: It takes a lot of time, effort, and detail to keep the **Foundry Art Market** functional. These duties need to be shared across the membership for the organization to run effectively. All members, no matter your membership level, are asked to take part in a committee. This committee involvement does not count as workshare hours.

MEMBERSHIP MEETINGS: There is a monthly meeting for all to discuss upcoming events, issues and financials. All members are welcome to attend this meeting, which is held the third Thursday of every month at 6:30 pm on zoom. We highly recommend that members participate, but if you can't come, minutes are distributed via email and added to the drive monthly.

MEMBERSHIP COMMITTEE: Responsible for recruitment and retention of new members, maintenance of membership records and archival information. Members of this committee onboard all incoming members, meeting with them to see their work, discuss what will be sold in the store and make sure they are aware of membership and retail guidelines. They also oversee membership drives.

RETAIL COMMITTEE: Oversees daily operations of the store to make sure it is stocked; inventory is properly displayed, and window displays are eye-catching. They also monitor compliance with store procedures to ensure they are consistent with Foundry standards and guidelines and coordinate monthly exhibits for the spotlight gallery wall.

MARKETING COMMITTEE: Works with all committees to promote events, the organization and the retail operation. Creates and implements a marketing plan that promotes co-op members, the retail gallery, and the **Foundry Art Market**. Responsible for website design, content management and social media.

PROGRAMMING COMMITTEE: Organizes/coordinates member programs, such as classes, workshops, and party rental events to pull in customers and build our fan base. All teachers are on the Programming Committee and should be responsible for their own classes yet asking for help when needed.

EVENTS COMMITTEE: Plans events and organizes/coordinates member programs, First Fridays, Festivals and Foundry-only events to pull in customers and build our fan base.

FACILITIES COMMITTEE: This committee makes sure everything in the building is functioning properly, clean, organized, and well-stocked for members and customers.

WORKSHARE COMMITTEE: Trains, schedules and oversees the Workshare Members.

RETAIL PROCEDURES

All work presented in the store must be entirely the work of the artist. Displays used to showcase your work must be approved by the Retail Committee. The Membership Committee and Retail Committee will decide whether or not the art presented falls within the guidelines we have drafted below. Pieces will remain on the website and in the store for 4 months. Seasonal work may be removed earlier (Halloween, or Christmas, for example).

GENERAL GUIDELINES:

When submitting artwork for sale, installation, hanging, or display at the **Foundry Art Market**, the following procedures shall be followed:

- The artwork submitted needs to be the original, creative work of the consigning artist and be presented in a professional manner, ready to be displayed.
- Artwork that would be considered "seconds" will not be accepted.
- It is suggested that every piece of art have contact info on or attached. If you prefer to not label your work, business cards can be kept in the store and be given out when your work is purchased.

GUIDELINES FOR 3-DIMENSIONAL ARTWORK:

- The Membership Committee will consider accepting the use of commercially produced pieces, which become part of a larger piece of artwork. Examples include artwork that uses recycled materials or "combinations" of various found objects along with commercially produced pieces incorporated into an original work.
- Fiber arts, ceramics, jewelry, books, and other types of 3-dimensional non-hanging artwork shall adhere to the requirements of the General Guidelines above.
- All jewelry must be designed and assembled by the artist/member. If possible, please provide items to display your jewelry (make sure these items are clearly labeled on the bottom so they can be returned to you).
- Original art may be printed, drawn, sewn, or stenciled in any manner onto manufactured clothing such as tee shirts, sweatshirts, bags, etc. Sizing is encouraged and does not need to be standardized. Recycled clothing must be significantly altered to the artist's unique style.

GUIDELINES FOR 2-DIMENSIONAL OR HANGING ARTWORK:

- All hanging art must be prepped to hang, with picture wire or appropriate hardware. If a piece is brought to the store without proper hanging equipment, the **Foundry Art Market** reserves the right to not accept the piece.
- It is the responsibility of the artist to ensure that all hanging pieces have heavy duty hanging hardware so the artwork will remain secure when hung. No saw tooth hangers shall be used without approval. The **Foundry Art Market** will not be held liable for damage due to ineffective or inappropriate use of hardware.
- Artwork rendered in watercolor, pen and ink, pastel, gouache, graphite and photography, on paper, should be matted and framed under glass. Unframed work needs to be approved before hanging and will be evaluated on a case-by-case basis respecting the hanging requirements of the shop. Acceptable unframed canvases include gallery wraps, where the

canvas is stretched around the support and secured at the back. Staples should not be evident when hung.

- Mats should be clean cut at corners, not warped, free of smudges, spills, stains, foxing, bugs, or cutting crumbs.
- Frames should be free of scratches and nicks. If a frame is nicked or scratched, it must be filled and painted over to repair. Liners should be free of stains, with corners squared and joined edges secure. Saw tooth hangers will not be accepted unless specifically approved.
- Glass should be free of corner fractures, clear of fingerprints, smudges, etc., both inside and out.
- Wire and screw eyes should be of sufficient strength to handle the weight of the artwork, and securely attached to the back, approximately 1/3 of the way down, with the wire taut such that it does not show, when hung. Please test at home!
- Prints to be placed in bins should be encased in protective plastic bags, not shrink wrapped, as it deteriorates and can damage mats and artwork.

GUIDELINES FOR SUBMITTING SECONDARY BODIES OF WORK:

- If a member would like to sell an additional focus of work beyond what they were approved for when applying for membership, this Secondary Focus must be submitted to the Membership Committee for approval. For example, if a painter would like to sell jewelry or furniture, this new focus area must be approved by the Membership Committee prior to selling in the store.
- To submit a secondary focus, please email a description of the new area of focus, along with five – eight images of work that will be for sale in the shop to foundryartmarket@gmail.com

LIABILITY: the **Foundry Art Market** will provide liability insurance for the store facilities. We strongly recommend that you have your own insurance for your art. In the event of product damage, fire, flood, theft or other disaster, your work, personal belongings and supplies are NOT insured by the **Foundry Art Market** and the **Foundry Art Market** cannot be held responsible for damages or loss.

DAMAGE: The **Foundry Art Market** will not sell damaged items. If an item comes into the store with damage, we will not add this item into inventory. In the event that the item is damaged in the shop, the **Foundry Art Market** will not discount or label an item “damaged.” All damaged items must be removed from the store in order to retain the store’s standard of quality.

ARTWORK FOR SALE: New work to be sold in the store can be dropped off at the **Foundry Art Market** during open shop hours or at other times if the artist is a keyholder. When dropping off inventory, it is very important that these guidelines be followed, in order for the Retail Committee to work efficiently:

- No new work can be put out on the floor until it is in the system
- Work must be placed in the back, tagged, properly labeled, google form filled out by Sunday night at midnight
- Only retail committee can put the pieces out when they come in on Wednesdays
- All work presented in the store must be entirely the work of the artist.
- Displays used to showcase your work are encouraged but must be approved by the Retail Committee.
- All work presented to sell in the Retail Shop will fit under the General Guidelines above and will receive prior approval from the Membership Committee.

- If a member would like to sell an additional focus of work beyond what they were approved for when applying for membership, this Secondary Focus must be submitted to the Membership Committee for approval.
- One-of-a-kind items that are added into inventory cannot also be listed for sale in online stores or via social media for the 120 days they are in the Foundry. Reproductions/prints may be listed online for sale, as well, but must be listed for the same price in the store and online.
- All items added to inventory are to be sold through the **Foundry Art Market** only, for the 120 days they are in the store. If someone sees an item you post via social media and is interested in buying it, refer them to the **Foundry Art Market** for purchase; the item cannot be removed from inventory to sell outside the **Foundry Art Market** until the 120-day cycle is up.
- We encourage you to promote items you have for sale at the **Foundry Art Market** via social media and refer followers to the **Foundry Art Market** for purchase.

All work is uploaded through a google form. All information is shared on a google drive which is shared with members. Instructions on the member page of the website

Prospective members you can see the form here <https://forms.gle/YrP3B3rjE9EapA94A>

STORE GUIDELINES

GENERAL RULES AND REGULATIONS:

- Members are expected to maintain professionalism individually and as a group.
- While all artists have their own personal style, we ask that you dress in appropriate attire when working in the shop – clothing that is clean and fits properly with no offensive symbols or messages. Keep in mind that you are not only representing yourself [and your work], when you are manning the shop, you are also representing the **Foundry Art Market** organization.
- Creating a pleasant and happy experience for the customer is our top priority.
- Be courteous and respectful to customers, other members and our store.
- Once the store has been arranged, you may not disturb or rearrange displays or the front windows without permission.
- Keep music and noise to a respectable level that won't disturb neighbors and customers.
- No alcoholic beverages are permitted in the building.
- No smoking in the building, in the entryway or in front of the store. Please go around the side of the building.
- Only two scheduled shift members at a time can work the cash register while in the store.
- Only official signs are to be taped to the front windows or doors.
- Absolutely NO borrowing money from the till/register.
- Unfortunately, we do not have a public bathroom. Per the building inspector, the public is not permitted beyond the creative space. Only members are permitted in the back room and bathroom area.
- Please take responsibility to keep the **Foundry Art Market** clean and tidy. If you see something that needs to be picked up or cleaned, take the initiative to do it.

WORKSHARE

- **SCHEDULING:** If you choose a workshare program to receive a discount, you will be expected to schedule your own hours each month when the workshare schedule is shared. Shifts are available on a first come, first served basis. If you cannot fulfill your scheduled shift(s), you must take the responsibility to switch shifts with a fellow workshare member or find someone to fill your shift in a timely manner.

- **RESPONSIBILITIES:** You are responsible to work the number of hours you committed to in your membership agreement. If you miss a shift and are short on your workshare hours for the month, you will need to make up those hours the following month. If you do not make up hours or if you are consistently short hours, you will be charged for the difference.

Please arrive 10-15 minutes prior to the start of your shift. Early arrival is imperative if you are opening the store. You should arrive in plenty of time to turn on lights, count and open the drawer, place signage outside and have everything ready to open the store on the dot. If you are on a closing shift, please plan to stay until all close down duties are completed.

- **REGISTER PROCEDURES:** Each person scheduled to work the register for a store shift is responsible for the register money on their own shift. You will be required to balance the money in the register at the beginning AND end of your shift. If the money in the register is over the amount it should be, the artist scheduled is not permitted to keep any overage for any reason. If the drawer is short, the artist will need to notate this for records. If it is a large amount of money or happens on a consistent basis, the artist will be held responsible to replace the funds.

TEACHING CLASSES

The FOUNDRY is about mentoring and cultivating talent in the community -- both our membership community and the larger community as a whole. It is our goal to offer a wide variety of classes at many educational levels. We also want to help our artists in their own personal development and growth through attending classes at a discounted rate and also having the opportunity to teach classes.

THE FOUNDRY OFFERS...

- A location to hold your class
- Promotion of your event on our calendar, website and social media
- Inclusion in newsletters, email blasts and brochures [as long as your info is received by the deadlines]
- Ticket processing - attendees will register and pay prior to the class
- Registration fees will be a 80/20% split, with 80% going to the instructor and 20% going to the Foundry
- Some classes will offer members a discount – Offering this discount is at the discretion of each individual teacher.

THE TEACHER'S RESPONSIBILITY...

- Choose a class you are knowledgeable to teach and have it approved by the Programming Committee
- Decide on the number of attendees you can accommodate.
- Purchase supplies for all attendees and factor this into the price of your class
- Determine ticket price
- Promote your class through your own channels [website, friends, email list, etc...]

GUIDELINES:

- All classes must be the artists' work. If an idea is inspired from another artist/project, it should be modified and unique to the class in some way and approved by the Programming Committee.
- For paint party classes, the design cannot be a copy of another class done elsewhere unless approved by the Programming Committee.
- If the artist is teaching a similar class in another location within 20 miles of the **Foundry Art Market** 30 days prior to or 30 days after the date they are teaching the class at the **Foundry Art Market**, it must be disclosed to the Programming Committee when your class is submitted for consideration.
- All class ideas must be approved by the Programming Committee prior to the class being announced to the public. Please allow for proper time to review the class and get the information together so we can allow at least 30 days for promotion of the class, preferably more.
- Images used to advertise a class must be the artist's work. If appropriate, images in the public domain marked for free use may be used.
- Each artist will take class size and project level into consideration and will provide an assistant if necessary.
- All children's classes must have at least two staff members at all times. If the class is just kids (no parents), the instructor needs to have child abuse clearances in adherence to the state's guidelines. If parents are at the class, too, then child abuse clearances are not needed.
- The artist teaching the class is also responsible to keep an eye on the retail shop if the class is not held during regular retail hours.

FOUNDRY ART MARKET

MEMBER GUIDELINES

By signing and dating below, I am indicating that I have read and understand the terms of membership and will do my best to abide by them.

MEMBERSHIP AGREEMENT

- \$25 application fee
- \$216 annual fee - \$18 a month (\$25 application fee to be applied)

MEMBERSHIP LEVEL [choose one]

40% commission

35% commission with 4 workshare hours

30% commission with 8 workshare hours

20% commission with 12 workshare hours

Print Name

Signature

Received By

Date

FOUNDRY ART MARKET

KEY HOLDER POLICY

Holding a key to The FOUNDRY ART MARKET is a responsibility with certain obligations over and above normal membership. This Policy spells out those obligations and responsibilities set in place to ensure the safety of all members, store inventory and facilities.

- All keys issued are approved by the Workshare Committee and are the responsibility of the key holder. Key holders should not make copies of their key, under any circumstances.
- The keys cannot be lent to other people and can only be used by the approved key holder, unless in exceptional circumstances. This may only be done with advance permission from a member of the management team.
- The key holder must ensure they keep the keys with them at all times while in the building. Key holders must keep keys in a safe and secure place when they are not in the building.
- The key should not have any identifying tag indicating what it is for.
- If a key is lost, the key holder must contact a member of the Workshare Committee as soon as possible.
- Having key holder access should be used for FOUNDRY-related business ONLY. Key holders are not permitted to use the space for any activities unrelated to the Foundry and its retail, programming and event hours.
- Key holders are responsible for working opening/closing store shifts on a regular basis, as well as sharing responsibilities for opening/closing the building for programming/events outside store hours.
- If the key holder fails to lock doors on multiple occasions, key holder access will be revoked.
- If a key holder ceases to be active, the keys must be returned to the management team as soon as possible. Keys may not be transferred to other key holders.

FOUNDRY ART MARKET KEYHOLDER GUIDELINES

By signing and dating below, I am indicating that I have read and understand the terms of the key holder policy and will abide by it.

Print Name

Signature

Date

Received By