

## **Rainbow Springs Art, Inc. in Dunnellon Prospective Member Information Application and Commitment Form for the cooperative gallery store**

In December, 2016 the Rainbow Springs Artist Cooperative (hereafter referred to as RSA) opened for business as a cooperative in Dunnellon, Florida, operated by RSA members. The purpose is to: provide a retail establishment (gallery) run entirely by members where members may show and sell their work; encourage cooperation among artists; provide a clearinghouse for information relating to arts and crafts, and offer classes to Central Florida residents and to aid the community.

On April 5, 2018 the cooperative became an independent 501c3, non profit organization. On February 1, 2018 the organization incorporated as Rainbow Springs Art, Inc. and is now known as Rainbow Springs Art in Dunnellon.

Members set their own prices, with the RSA retaining a commission see attached table.

In order to have an interesting array of work within the RSA and to maximize exposure to all things created by hand, the RSA will accept a limited number of fine crafts.

### **Membership Requirements & Responsibilities**

All work shall be handcrafted original work. Such work may include pottery, jewelry, paintings, carvings, fabric arts, baskets, etc. The work cannot be from a kit such as cross stitch from a pre-printed canvas; however, work from a pattern, such as a basket, would be acceptable. A mold may be used depending on the nature of the item e.g., soap which is made in a mold. Applicants must fill out and submit this application and samples of their work. Work will be secured in the gallery until it is reviewed.

Applicants will meet with the members to discuss the uniqueness of their product and/or production process. Applicants will be notified of the date and the time of meeting and will be subsequently notified the day after the meeting of members determination for acceptance.

Members will be responsible for offering unique ways to display their items and packaging, if appropriate.

Members will:

- Serve as a retail clerk which includes: assisting customers, removing and replacing work, and operating a credit card processing system and writing receipts in one to two shifts per month.
- Gather check information. Address must be on the check. Write driver license number, state issued, DOB, and phone number on the face of the check. No temporary checks are to be accepted. There will be a forty dollar (\$40) returned check fee.
- Provide home and cell phone numbers where they may be contacted.
- Actively participate on of the Cooperative's operating committees, which will require additional hours of work each month.
- Volunteer in extra activities to benefit the community
- Attend membership business meetings, as scheduled.
- Maintain inventory of individual work and ensure that tags are consistent with approved inventory system .
- Pay a membership fee of fifty (\$50) dollars by check made out to RSA, if accepted. If not accepted it will be refunded.
- Pay a monthly commission fee (see attached table)

### **Applying for Membership – INSTRUCTIONS**

*New member applications are reviewed during membership business meetings.*

1. Complete the application form and attach a fifty dollar (\$50) check payable to RSA. The check will be returned if you are not accepted.
2. Submit 3-5 finished and priced items characteristic of your work for each media and leave them, the application and check at the RSA **5 days before the next cooperative meeting. Applicants will be notified of the time and date of meeting.**
3. Attend the membership business meeting and give a short presentation to include the types of medium you use, any notable achievements you have had, and why you want to be involved with the RSA.
4. The RSA will notify you of its decision within 2 business days after the meeting using the contact information that you provide. Work not accepted must be picked up at that time.

Members may provide any easels, and other display fixtures needed to display their work. All fixtures and additional lighting to be provided by the member and must be approved by the Cooperative prior to installation, labeled NOT FOR SALE and have the member's name on them where it won't be visible.

The RSA requires each member to provide a current inventory of their work including description or title of the piece, media, price, and inventory code. The master inventories will be kept on file in the RSA in artist's folders. Members are **REQUIRED** to bring in new work as items are sold and rotating work every 3 months.

The RSA will provide two part price tickets that must be affixed to each piece. The ticket will be the artist's code and inventory number. Inventory numbers must agree with the artist's inventory. Also, included will be the title or description of the artist's work, original or reproduction and price. The inventory number is for the artist's records to indicate which piece was sold. Other work e.g., jewelry must have double white string tags with artist's code (initials), inventory number and price attached.

There is no storage space in the RSA for surplus inventory.

If a member decide to leave the RDA, they must give two weeks notice and pay unpaid fees. The RSA reserves the right to terminate this contract with two weeks written notice.

if a members work shown in the RSA is subject to the RSA commission whether sold in the RSA or privately.

If the RSA instrumental in making the connection between the customer and artist for commissioned work, the commissioned artwork is also subject to the RSA commission.

Artwork may not be removed to show at another venue and subsequently brought back. Work removed must be immediately replaced.

Members are responsible for reporting applicable income taxes. Sales tax will be collected and paid by the RSA.

The RSA will provide bags and wrapping materials appropriate for retail sales operations. Members with jewelry may provide boxes for their own products which will be stored in limited amounts under the jewelry cases and storage container must be clearly labeled with the artist's name.

Commission checks and sales reports:

Will be issued by the 15th of each month.

Members will provide in three self-addressed, stamped envelopes that can be used in case a check has not been picked up within 30 days.

New checks will not be issued for lost checks or failure to deposit a check within three months after the date issued.

Emails will be sent each month to notify member when a check has been placed in your folder. If member cannot pick it up in a timely manner, member must call the RSA and ask that it be mailed.

Members will have until the first of the following month to pay commission shortage, if applicable.

### Other Important Aspects of Membership:

A short biography or artist statement must be submitted electronically within 3 weeks acceptance to the biography keeper who will prepare a supply of handout bios to customers purchasing the members work.

A biography or statement, plus up to four professional quality images of the work including artist photo, must be to the Webmaster to help with promotion of the RSA, also within 3 weeks of acceptance. This information will be used on the website.

Members must participate in and attend receptions and special events organized by the RSA when possible.

Statement of Liability: All reasonable precautions will be taken to ensure protection of artwork while on display or waiting for review. However, members accept all risk and are is responsible for obtaining necessary insurance. The RSA assumes no other liability expressed or implied for artwork exhibited at the RSA gallery. Members further warrant and represents that he/she owns the copyright to such works, that the works do not infringe the copyright, trademarks, right of privacy or publicity or any other right of any third parties, and of any other person, .hereby indemnify and hold the RSA harmless for any claims arising from the exhibition and sale of such works in violation of the above warrants. The RSA reserves the right to photograph work for publicity purposes.

Initial \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### COMMITMENT FORM

**Working Schedule:** All work shifts must be covered by the membership. In order to be fair, the following guidelines have been worked out. (Initial each applicable item)

\_\_\_ Working members be required to work behind the counter, as scheduled by RSA, generally for six hours 1-2 shifts every month. (The scheduler may be able to arrange for the shifts to be the same day of the week so that the member's schedule is predictable.)

\_\_\_ I will be able to work during the weekdays.

\_\_\_ I will be able to work only weekend shifts as I have other obligations during the week days.

\_\_\_ I understand that I may be assigned to a committee and will need to fulfill those requirements.

\_\_\_ I will teach. I understand that hours spent rescheduled not count as work behind the counter.

\_\_\_ I understand we have at least 4 membership business meetings a year and I will do my best to attend them in order to participate in membership votes.

\_\_\_ I will have an approved designee work behind the counter on my designated days.

\_\_\_ I understand that I am responsible to find a substitute if I can not work.

\_\_\_ I am a part time resident and will not be available to work from \_\_\_\_\_ to \_\_\_\_\_ and understand that my commission will be as a non working member during that time.

\_\_\_ **I will not be able to work in any capacity and my commission rate will be as a non working member.**

### Teaching

Instructing classes is highly encouraged. By the 15th of the month 60 days prior to teaching, members must reserve the classroom. The member is responsible for writing up the class description, which will be published and distributed in the RSA. Additionally, a sample of what will be taught will be placed in the display case. Pricing is set by the instructor and any materials supplied and sold by the instructor are paid directly to the instructor. Instructors are responsible for setting up the classroom as well as restoring it to its normal condition and doing any necessary clean up. Also instructors must prepare a sign up form as well as collecting class surveys.

The RSA is dependent on its members for all operations. Please indicate what skills you have that you would be willing to preform:

\_\_\_ computer: word, chrome, office, excel, other

\_\_\_ administrative

\_\_\_ internet, social media platforms

\_\_\_ event planning, organizing or participate on special committees

\_\_\_ writing or editing material for publication, e.g., press releases

\_\_\_ ensuring that material for publication is sent out in format needed by each media entity and by proper due date

Do you have a website? \_\_\_\_\_

Do you have a Facebook, Instagram or social media page?

Are you willing to promote the RSA through one of the above? \_\_\_yes. \_\_\_ no

Name(s)(Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

**Rainbow Springs Art, Inc. Membership Application**

NAME (s) \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
MEMBER INITIALS ARE YOUR ARTIST CODE \_\_\_\_\_  
NAME FOR BADGE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

MEDIA \_\_\_\_\_ YEARS EXPERIENCE \_\_\_\_\_

PRICE RANGE \_\_\_\_\_ SIZE RANGE \_\_\_\_\_

IS YOUR WORK DONE ENTIRELY BY YOU? \_\_\_\_\_

WHAT TECHNIQUES DO YOU USE? \_\_\_\_\_

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**Check One Membership Option**

\_\_\_\_ Working Member      \_\_\_\_ Part year member.      \_\_\_\_ non working member

**WORK SUBMITTED**

[1] \_\_\_\_\_ RETAIL PRICE \_\_\_\_\_

[2] \_\_\_\_\_ RETAIL PRICE \_\_\_\_\_

[3] \_\_\_\_\_ RETAIL PRICE \_\_\_\_\_

By signing this application contract, I certify that I have read and agree to abide by the liability statement as well as the rules and guidelines outlined in this agreement.

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

FOR COOPERATIVE USE ONLY

Membership Date \_\_\_/\_\_\_/\_\_\_ Yes \_\_\_\_\_

### RSA Membership Rights and Responsibilities by Category

Membership Category	Application Fee	Annual Dues	Sell Art	RSA Commission rate on Sales	Monthly Minimum RSA Commission on sales	Teach Classes**	RSA Commission on Classes
Cooperative Artist (Working)	\$50	None	Yes	30%	\$20	Yes	20%
Consignment Artist (Non-working)	\$50	None	Yes	40%-Member before 2020 50%-after 1-1-20	\$20-Member before 2020 \$30-after 1-1-20	Yes	20%
Associate	\$30	\$30	No			Yes	30%
Volunteer	None	None	No			No	

\*\* Teaching youth students requires a background check and the associated fee will be paid by the applicant.