



## **Rainbow Springs Artist Cooperative Prospective Member Information Application & Commitment Form**

The Rainbow Springs Artist Cooperative (hereafter referred to as the Cooperative) is a cooperative in Dunnellon, Florida, operated by local artists. The purpose is to: provide a cooperative run entirely by members where members may sell their work; encourage cooperation among artists; provide a clearinghouse for information relating to arts and crafts, and offer classes to Central Florida residents.

Members set their own prices, with the Cooperative retaining a commission of thirty percent (30%) for members that work during normal business hours in the Cooperative, or forty percent (40%) for members that do not work.

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

### **Membership Requirements & Responsibilities**

All work shall be defined as handcrafted original work. Such work may include pottery, jewelry, paintings, carvings, fabric arts, baskets, etc. Three original pieces of work must be presented to the cooperative for review by the members. 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 i.e., soap which is made in a mold. Interested artisans must fill out and submit to the cooperative with their work the appropriate paper work in which they will describe the work to be sold along with pricing information. Work will be secured in the gallery until it is reviewed.

They will also be required to meet with the members to discuss the uniqueness of their product and/or production process. Applicants will be notified of date and time of meeting.

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

Artisans will also:

- Be able to operate a retail business, which includes: assisting customers, removing and replacing work, balancing the cash register, and operating a credit card processing system such as Square.
- Be able to verify 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 phone number where you may be contacted.
- Actively participate on one of the Cooperative's operating committees, which may require an additional 4 to 6 hours of work each month.
- Attend quarterly membership business meetings.
- Maintain inventory of individual work and ensure that tags are consistent with approved inventory system and forms.



- Maintain artist's master inventories to reflect sales.
- Accept 60-70% of sales price for each item sold.
- Pay a nonrefundable onetime membership fee of fifty (\$50) dollars made out to RSAC, if accepted.
- Pay a monthly fee of twenty dollars (\$20) in commission or balance due to equal twenty dollars (\$20) if sales are under seventy dollars (\$70).
- Fill out and submit with their work, and the appropriate paper work in which they describe the work to be sold along with pricing information.

## 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 the RSAC and either mail it to 20804 W. Pennsylvania Ave, Dunnellon, FL 34431 or hand deliver it to the Cooperative. The check will be returned if you are not accepted.
2. Submit 3 finished and priced items characteristic of your work for each media and leave them at the Cooperative **7 days before the next cooperative meeting. Applicants will be notified.**
3. Sign the application and commitment forms and leave in the Cooperative with your work. Initial all appropriate areas.
4. 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 Cooperative.
5. The Cooperative 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 Cooperative 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 Cooperative in artist's folders. Members are required to bring in new work as items are sold and rotating work every 3 months. (Sample inventory form attached)

The Cooperative will provide two-part price tickets that must be affixed to each piece; included on the ticket will be the artist's code and inventory number, which will be comprised artist's initials and no more than 5 characters, e.g., GAC 13FP2. Inventory numbers must agree with the artist's master 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 and should convey to you 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 Cooperative for surplus inventory.



After a one month notice of intent to leave the Cooperative, any unpaid portion of the final month's fee must be paid or it will be deducted from member's end of the month check. The Cooperative reserves the right to terminate this contract with two weeks written notice.

Artwork shown in the Cooperative to a prospective buyer (customer) which is later sold to that customer is subject to the 30% or 40% commission (depending on the artist's level of commission). If the Cooperative is instrumental in making the connection between the customer and artist for commissioned work, the commissioned artwork is also subject to the 30% or 40% commission.

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

The Cooperative 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 Cooperative 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:**

(Initial each item)

I understand that a short biography or artist statement must be submitted electronically within 3 weeks of acceptance to the biography keeper, Media Specialist who will prepare a supply for Cooperative use.

I understand that my biography or statement, plus up to 5 professional quality images of my work including artist photo, must be submitted to the Webmaster to help with promotion of the Cooperative, also within 3 weeks of acceptance.

I understand that there will be a 6 month probationary period after acceptance.

I understand that I must participate in and attend receptions and special events organized by the Cooperative, when possible.

I understand that when a member decides to leave the Cooperative, the following obligations must be met:  
Notice must be given one month prior to leaving. (scheduled shifts must be worked as usual during this period).

The monthly fee for the final month must be paid prior to leaving.

Statement of Liability: All reasonable precautions will be taken to ensure protection of artwork while on display or waiting for review. Members accept all risk and are responsible for obtaining necessary insurance. The Cooperative assumes no other liability expressed or implied for artwork exhibited at the Cooperative. 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. Members hereby indemnify and hold the Cooperative harmless for any claims arising from the exhibition and sale of such works in violation of the above warrants. The Cooperative 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. Please note that if membership drops below 30 (even temporarily), all members will have to work more often to fill the schedule. Because of the nature of the Cooperative, the following conditions must be agreed to by all applicants in advance of consideration for membership. (Initial each applicable item)

I will not be able to work in any capacity.

I will be required to work behind the counter, as scheduled, for six hours.

(Approximately every four weeks.)

(The scheduler may be able to arrange for the shift to be the same day of the week and time of day so that your 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 teaching will still require me to 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.

### **Work Commitment for Every Member:**

- One shift approximately every four weeks, as scheduled, throughout the year, plus
- One extra work shift per year as required, to fill the work schedule if membership is under 48 working members.

**Direct further questions to the Chairman of the Membership Committee: June Johnson 352-465-3717.**

Thank you for your interest in the Rainbow Springs Fine Art Association Rainbow Springs Artist Cooperative.

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

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



## Rainbow Springs Artist Cooperative Membership Application

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

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       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  N

