



Alice W. Moore Center for the Arts

Artist Packet

Effective January 1, 2017

201 N. Riverside Ave. Suite A6, St. Clair, MI 48079

Tel. 810.329-9576

office@stclairart.org

www.stclairart.org

Welcome to the St. Clair Art Association!

We are pleased that you are interested in having your artwork at the Alice W. Moore Center for the Arts. The Association constantly seeks a wide variety of media for the Members' Consignment & Gift Galleries with the goal of presenting quality art and artists for our residents and for the many visitors of our Blue Water region. *You must be a member to display art in our Member's Consignment and Gift Galleries.*

SCAA Board of Directors

Table of Contents

Exhibition Gallery	3
Member's Consignment & Gift Galleries	3
Art Intake Policy	3
Display of Artwork	3
Sale of Artwork, Consignment	4
Removal of Artwork	4
Membership in the St. Clair Art Association	4
Volunteering	5

Forms:

Membership Application

Consignment Intake Form

EXHIBITIONS

If you'd like to have a solo or group exhibit, please contact SCAA at 810-329-9576 or info@stclairart.org.

MEMBERS' CONSIGNMENT & GIFT GALLERIES

Art Intake Policy

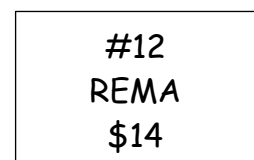
A member interested in having artwork displayed at the Alice Moore Center for the Arts should call to arrange a time to deliver the artwork. The Art Center is located at 201 N. Riverside Avenue, St. Clair, Michigan in Riverview Plaza. Phone: (810) 329-9576 E-mail: office@stclairart.org.

- Artwork must be listed by the artist on the SCAA Gallery Intake Sheet (also available at stclairart.org) and will be juried by committee. All work should be properly marked with the artist's name, title, medium, inventory number and price. A form for these labels is available on our web site under Gallery > Sales Gallery. You can save the form and fill it out on your computer, or print it out and fill in by hand.
- 2D art should have a label on back and 3D art should have a label on the bottom. A sample intake sheet is enclosed in the artist's packet. Additional inventory sheets are available at the Center and on the SCAA website under Gallery > Sales Gallery.
 - Only original artwork will be accepted.
- **Limit: 3 large, 8 small pieces or 30 notecards.**
- Artwork must be in excellent condition and ready to be displayed. See Display of 2D & 3D art below for details.
- Artist will provide a brief biography (one page maximum) and artist statement.
- Artist will be notified if the artwork is accepted or denied.
 - The Art Center has the sole discretion to decline any art not suitable for display.
- Artist must complete and sign the inventory sheet which includes a Hold-Harmless Agreement.
- **An SCAA representative must be made aware of any addition of art and both the artist and SCAA representative sign and date the Inventory Sheet.**

Display of Artwork

After artwork is accepted by the Jurying Committee,

- Artist is assigned an Artist Code which is to be noted on each piece of artwork along with inventory item number, and price on a tag/sticker. Include a separate label with name of work, artists name and medium. This allows for easier identification of your work in the gallery.
- Please make sure the price is written clearly; rounded to the nearest dollar
- Special instructions for display should be noted.
- Artwork must be ready for gallery display. The Art Center reserves the right to reject art that is not ready for installation.
 - 2-dimensional work must have eye screw and picture wire on the back for hanging. No saw-toothed hangers allowed.
- Artwork may remain in the gallery for up to *six months*. Artists are strongly urged to rotate their work with new items. Thereafter, unsold artwork will be removed for pick up; artist must pick up the artwork and record it as removed on the Inventory Sheet.
 - Please call and make an appointment, before bringing in new work.
 - Please make an appointment to pick up work. To save you time, we will collect your artwork and have it ready for you when you arrive.
 - **Artwork not retrieved within 30 days after notification will be considered a donation and become the property of the SCAA.**



Price Tag Sample

2-Dimensional Artwork

- Artwork must be framed or gallery wrapped and ready for gallery
- Framed work and canvas with picture wire and eye screws
- Prints may be displayed mounted or matted, in a clear bag or other covering
- Signed and numbered reproductions of your original art work are acceptable but should not be labeled as prints. Label them as reproductions.

3-Dimensional Artwork – Pottery, Sculpture

- Functional pottery must be labeled food and/or dishwasher safe. Pieces not labeled will be considered unsafe for food.

Jewelry

- Work must be original in design. Manufactured or mass produced items are not acceptable.
- Jewelry will be presented in a professional manner.

Sale of Artwork at the Art Center – Consignment

Artwork sold at the Art Center is processed as follows:

- If you would like assistance with pricing your artwork, please call the Art Center. Pricing must be rounded to the dollar.
- Consignment: The SCAA receives a 40% consignment fee; the artist receives 60% of the selling price. Artists who volunteer regularly at the Art Center earn a 30% consignment fee. See Volunteer section on page 5 for details.
- Sales are tallied at the end of the month, and Checks are sent to the artists the following week. If the balance owed to artist is less than \$5, a check won't be issued until the balance owed artist is \$5 or more.

Removal of Artwork

If artwork is removed at any time from the Art Center, the following procedure is used to maintain an accurate inventory:

- Call ahead to make an appointment. It will give us time to gather your work together and save you time when you pick it up.
- The item(s) must be recorded on the artist's Inventory Sheet as removed.
- ***An SCAA representative must be made aware of the removal and both the artist and SCAA representative sign and date the Inventory Sheet.***

BENEFITS OF ST. CLAIR ART ASSOCIATION MEMBERSHIP

Artists who display artwork in the Art Center Consignment & Gift Galleries are required to be members of the St. Clair Art Association. The membership dues are essential to support the operation of the Art Center and will provide services that include:

- Becoming part of an organization dedicated to knowledge and appreciation of the arts.
- The Alice W. Moore Center for the Arts is staffed by one part-time office assistant, who maintains records of sales and inventory and reports to the artist. The gallery has a computerized bookkeeping system, handles checks and credit cards and provides retail packaging and gift certificates. All of these services are provided to artists and are included in the membership fee.
- Discounts on purchases of consignment art, exhibit art and art Classes and workshops.
- Opportunity to exhibit some of your new work at no cost in the Member's Booth during the Annual = SCAA Art Fair.
- Occasional newsletters with current news about events at the Art Center
- Art Exhibits with "Meet the Artists" Receptions
- Donation(s) of art item(s) might be asked from the artist for the purposes of fundraising.

Volunteering at the Art Center

The Art Center is staffed by dedicated volunteers who include the Board of Directors. There is one paid part-time office assistant. Artists who volunteer regularly (4 to 7 hours monthly) earn a lower commission fee of 30%.

Opportunities for volunteering at the Center:

Consignment Gallery: One to two shifts each month is/are expected of each artist.

- Greet customers, make retail sales, package items for buyers, answer questions, answer the phone and various light housekeeping duties. The Volunteer Manual outlines these duties.

Events/Fundraising Committee

- Plan and develop major events and fundraisers such as the St. Clair Art Fair.
- Responsibilities may include booking musicians and caterers, decorating, obtaining raffle items, staffing the children's Creation Station, assisting the day or night of the event.

Exhibit Committee

- Display art in the galleries, process removed items, notify artists to pick up work, decorate and assist with set up of displays for exhibits.
- Plan periodic exhibits for the year.

Hospitality Committee

- Host Art Center activities, events and exhibits.
- Responsibilities include set up events, activities, exhibits, clean up and restoration of the areas after same.

Inventory Committee

- Keep track of consignment art entering and leaving the gallery on a computer spreadsheet
- Prepare for and oversee physical inventory the first week in January

Public Art Committee

- Develop art projects for the community such as past or ongoing projects such as Street Banner Painting Contest, the Seasons in St. Clair painting competition, the Mosaic Fish Sculpture project, the artwork at the City Skate Park, the Chalk the Walks event, Art Pods(s) & gathering place at China Park and other exciting projects.

Social Committee

- Plan social events for the artists that may include potlucks, parties/picnics, field trips, volunteer appreciation activities and benefits for members.
- The goal of this committee is to keep members and expand membership. In that capacity you might also work to increase volunteer base.

Your ideas and assistance are welcome and will be very much appreciated. To share your time and talents, please contact the Art Center. Artists are also encouraged to teach classes or workshops in their area of expertise on a contractual basis. Please contact SCAA office for more information about teaching.

INVENTORY INTAKE FORM

Artist Code: _____



St. Clair Art Association

Gallery

Page _____ of _____

Alice W. Moore Center for the Arts

Artist Name: _____ Ph.(H) _____ Email _____

Address: _____ Ph.(Alt) _____ Date Rcvd. _____

City: _____ Submitted by _____ Received by _____

State: _____ Consigned Dates - From _____ To _____
(6 months)

The St. Clair Art Association receives 30% commission on sales

Item #	TITLE DESCRIPTION (Print one Item per line.)	Media	Size (M=mat; F=frame)	Price

In consideration of being allowed to participate in the SCAA Gallery at the Alice W. Moore Center for the Arts, the undersigned agrees for his/her executors or administrators, and assigns to release, discharge, indemnify, and hold harmless the SCAA and its agents, servants and employees, of and from all claims of damage, loss or injury, which may be sustained by the undersigned. The upmost of care will be given to all merchandise exhibited in the SCAA Gallery.

Artist/Rep. signature: _____ Witnessed by: _____ Date: _____

REMOVAL OF ALL/ANY ARTWORK -- SIGNATURES REQUIRED



St. Clair Art Association

201 N. Riverside Ave.
St. Clair, MI 48079

Membership Application

Name _____ Date _____

Address _____

City/St./Zip _____

___ New Phone _____

___ Renewal Alternate Phone _____

_____ Email _____

___ Artist Website _____

Please make check payable to ST. CLAIR ART ASSOCIATION, 201 N. Riverside Ave., Ste A6, St. Clair, MI 48079, If you prefer to use a credit card, please stop by or call 810-329-9576.

SCAA is a 501(c)(3) non profit organization (#23-7165977) - your contribution is tax deductible according to the limits of the law.

DUES

We invite you to become part of this growing organization that is dedicated to the knowledge and appreciation of the visual and performing arts in our community. Your membership is good for 12 months from the time you join or renew.

MEMBERSHIP CATEGORIES:

- ___ \$1,000 Benefactor
- ___ \$500 Friend
- ___ \$200 Sustaining
- ___ \$100 Patron
- ___ \$50 Family
- ___ \$25 Individual
- ___ \$15 Student (If adult, *full-time college only*. If under 18 – Parent _____)

VOLUNTEER OPPORTUNITIES *(Your help is needed & will be appreciated!)*

___ Gallery 10 a.m. – 1:30 p.m. or 1:30 – 5 p.m.
Please circle preferred day(s): Tues. Wed. Thurs. Fri. Sat. or Seasonal: Sun. 12-4

___ Computer data entry

___ ART FAIR* Saturday, June 24, 2017 AM / PM and/or

___ ART FAIR* Sunday, June 25, 2017 AM / PM

* Booth-sitting for artist breaks, Raffle Ticket Sales, Information Booth
Pop Corn Sales, Sales Gallery and...

Set Up & Take Down – flags, benches, tables, equipment etc. Strong muscles needed!