

**Orange Beach Art Center  
Policies & Procedures Gift Shop Artists**

*THIS DOCUMENT SHALL BE GIVEN TO AND READ BY EACH PROSPECTIVE APPLICANT FOR GIFT SHOP ARTIST STATUS PRIOR TO THE SELECTION PROCESS. IT MUST BE SIGNED AND RETURNED TO THE CENTER PRIOR TO ACCEPTANCE INTO GIFT SHOP ARTIST STATUS.*

**I. ELIGIBILITY**

1. Any person wishing to have GIFT SHOP ARTIST MEMBER status with the Orange Beach Art Center must be selected by the Art Center Coordinator.
  
2. The artist shall submit examples of their work to the Art Gallery. Items shall remain on the premises for a period not longer than twenty (20) days in order to give the Art Center Coordinator ample time to view and give full consideration to the work.

**II. SELECTION PROCESS**

1. The Art Center Coordinator shall consider the work submitted, its quality, suitability, craftsmanship and uniqueness to determine placement in the Gift Shop.
2. The consideration process shall be a fair and non-discriminatory.
3. The decision of the Art Center Coordinator is final.

**III. SALES**

All Gift Shop items must be for sale.

**IV. ART/CRAFT PREPARATION**

1. All framed hanging art **MUST BE WIRED** with an appropriate framing wire and securely mounted to the frame. The side attachments must be between at least 3 inches below the top of the frame.
  
2. No other hanging methods will be accepted--**NO SAW TOOTHED HANGERS**. The Art Center Coordinator reserves the right to reject improperly or poorly framed art at his/her discretion.
  
3. Placement of price tags and other identifiers must be approved by the Art Center Coordinator. No business cards or advertisements may be publicly displayed on or with art without the Art Center Coordinator's expressed permission.
  
4. All tags must contain the correct item code for sales identification.

**V. SUBJECT MATTER RESTRICTION**

The Art Center reserves the right to restrict the display of art that may be considered controversial, obscene or in bad taste.

**VI. LIABILITY**

Neither the Art Center Coordinator nor the city of Orange Beach shall be responsible for theft or damage to art.

**VII. RESTOCKING AND INSPECTIONS**

Gift Shop Artist must check on and review their items every six months. Items left without contact for over one year shall become the property of the Orange Beach Art Center.

VIII. COMMISSION OF GIFT SHOP ARTIST MEMBERS WHO VOLUNTEER

There will be a twenty five (25%) percent commission placed on all items sold in the Art Gallery Gift Shop of Artist who volunteer at least four (4) day during the calendar year. This commission is deducted from the sale price prior to remitting the net proceeds to the artist.

IX. VOLUNTEERING

The Coordinator will keep a log of time/date of all volunteers.

Following are some of the opportunities where volunteers are needed.

1. Festival of Art: (greeters, hospitality, putting up posters, gift shop sitting, gallery sitting, etc.)
2. Waterfront Art and Craft Show: (greeters, hospitality, putting up posters, gift shop sitting, gallery sitting, etc.)
3. Spring Break Art Camp for Children: (general help in classes or office)
4. Summer Art Camps for Children: (general help in classes or office)
5. Music Concert: (preparation)
6. Hanging Art at Other venues
7. Cleaning/Organizing the Studio(s)
8. General Office Sitting
9. Artist Receptions (preparation)
10. Christmas "Deck The Halls" (preparation, sales, greeters)
11. Member's Exhibit (preparation, hospitality, clean-up)
12. Workshops

X. COMMISSION OF GIFT SHOP ARTIST MEMBERS WHO **DO NOT** VOLUNTEER

There will be a forty (40%) percent commission placed on all items sold in the Gift Shop of Artist who do not wish or are not able volunteer. This commission is deducted from the sale price prior to remitting the net proceeds to the artist.

XI. BUSINESS LICENSE AND W-9

A yearly business license fee to the city must be purchased. Gift Shop Artist will receive a notice from the Art Center each December concerning the amount of the license. Also a W-9 form must be on file with the Art Center.

XII. UNDERSTANDING

I have read and understand the foregoing Policies and Procedures and have been given the opportunity to ask questions. By the signing hereof, I acknowledge this understanding and agree that I will abide by said Policies and Procedures.

**VOLUNTEERING GIFT SHOP ARTIST MEMBER [    ]**

**NON-VOLUNTEERING GIFT SHOP ARTIST MEMBER [    ]**

**Please Print Name** \_\_\_\_\_

**Signature** \_\_\_\_\_ **DATE** \_\_\_\_\_