



CAROLINE COUNTY  
COUNCIL OF ARTS

401 Market Street, Denton, MD 21629  
Phone: 410-479-1009/Fax: 410-479-5100  
Email: info@carolinearts.org

### Artist Application

Date: \_\_\_\_\_ Approved(Office use only) \_\_\_\_\_

Name \_\_\_\_\_ Phone(s) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Social media (so we can follow & promote) \_\_\_\_\_

How long have you been an artist/artisan? \_\_\_\_\_

Do you have a studio? If so, where? \_\_\_\_\_

Artforms/Mediums you work in: \_\_\_\_\_

\_\_\_\_\_

Key themes of your work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you shown work in other galleries? If so, where? \_\_\_\_\_

\_\_\_\_\_

Describe your connection to the area. \_\_\_\_\_

\_\_\_\_\_

Other interesting info we should know about you as an artist? \_\_\_\_\_

\_\_\_\_\_



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**The FoundryArtGallery**  
**Participation Policy & Procedures**  
(As of February 20, 2015)

**PURPOSE**

The Caroline County Council of Arts, Inc. (CCCA) is committed to enhancing the cultural, educational, and economic growth of the diverse people and communities of our county through community arts development.

The purpose of the Foundry Art Gallery space is to support artists/artisans and the community by providing a retail space/venue where the public can experience and purchase artwork from Caroline County.

- Displayed artwork will be of good quality from a variety of artists
- Other activities/events of an artistic nature may be offered
- Generated revenues will contribute to The Foundry expenses and overhead

**QUALIFICATIONS & TERMS OF  
PARTICIPATION**

**Who Qualifies:**

- Foundry artists who are up to date on their CCCA membership dues (minimum \$25 per year)
- Artists/artisans whose work is approved by the gallery Jury committee.

**Terms of Participation:**

- Artists will set the retail price for their artwork, recognizing that a 30% Foundry commission will be retained from the sale of each item. Payment by check to the artist will be sent out by the third week of the month for sales from the previous quarter.
- The artist is responsible for determining the costs for their artwork according to their needs in consideration of the 30% commission fee required by the foundry.
- Artists must fill out and sign the inventory sheet provided at the drop off of artwork completely ensuring that the information listed is correct in full.
- While the gallery will take all precautions to assure the safety of each artist's work, since the work remains the property of the Artist until sold, the Gallery cannot be held responsible for damage or loss beyond what is covered by our business insurance policy.



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**Submitted Artwork criteria:**

- All Artworks must be the artist's own work, involve a creative process, and may not be assembled directly from a kit.
- All work must be ready for display when submitted (including proper hanging equipment and labels).
- Artists will be notified if any work is unable to be accepted for the current gallery space and will have an additional week to pick up any work not accepted.
- The Foundry and Arts Council reserve the right to refuse any individual item for any reason.
- All work is taken on consignment. Artists will set the retail price for their artwork, recognizing that a 30% commission will be retained from the sale of each item. Checks are sent out quarterly for sold artworks.
- The number of pieces displayed by an artist, whether 2D or 3D, will be determined by the total number of participating artists and the discretion of the gallery committee.
- When submitting artwork for display, artists will use a gallery inventory sheet to record the price, title and medium. The Artist will also include a tag or sticky note on the back of each piece indicating the title and price to confirm its match to the inventory sheet.
- The Gallery cannot accommodate storage of Artwork for extended periods of time. Artwork must be picked up within one week of the specified exchange/removal date unless special arrangements are approved in advance.
- Once accepted, items will be displayed at the discretion and needs of the gallery.
- Showing Artists are encouraged to participate in the *second Saturday* of every month.

I acknowledge that I have read and accepted the terms of participation outlined above. I further acknowledge that I have read and accepted the FoundryArtGallery's shop policies.

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Signature

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Printed Name

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Date



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## ARTIST RELEASE & INTERNET LISTING FORM

I grant permission to the Caroline County Council of Arts, Inc. to photograph my work for the purposes of publicity for the FoundryArtGallery online Ebay shop and promotion of my artwork. I understand that the Caroline County Council of Arts, Inc. may crop or edit images to conform with various publication formats. I understand that credit may not be routinely provided for images used on the Caroline County Council of Arts, Inc. website but that artist information will be provided to site visitors upon request. I understand that I retain the right to revoke this permission to photograph and use images of my work at any time by providing thirty days written notice to the Caroline County Council of Arts, Inc.

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Signature

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Printed Name

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Date