



401 Market Street, Denton, MD 21629
Phone: 410-479-1009/Fax: 410-479-5100
Email: ccartscouncil@verizon.net

Dear Artist/Artisan:

Thank you for your interest in displaying work at **THE FOUNDRY** at 401 Market Street, Denton. Please review the enclosed information:

- **New Artisan Application** – Must be completed by applying artists and submitted with sample artwork for jury review.
- **Gallery Participation Policy & Procedures** – Important information pertaining to qualifications, terms of participation, consignment sales, etc.
- **Artist Release & Internet Listing Form** – Please complete and submit this optional form with your application to give the Arts Council permission to photograph your work for publicity purposes or to be featured as an artist on our website and social media pages.
- **Membership Form** – Please note that all participating Gallery artists must pay annual membership dues to the Caroline County Council of Arts, Inc.

Foundry artists should attend the quarterly artist rotation/installation meeting at which time new artwork will be installed and old artwork rotated out.

Foundry artists are also encouraged to participate in Foundry events, including our monthly *Second Saturdays at the Artsway* program where a featured artist will have an opportunity to interact with the public by presenting a demonstration or art activity. We also have an annual community arts event in which we welcome local artist participation.

Again, thank you for your interest. Please contact us with any questions or concerns pertaining to your application or participation.

Sincerely,

Marina

Marina Dowdall
Executive Director

Heart of the Arts in Caroline!



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New Artist/Artisan Application Form

Name _____ Phone(s) _____

Mailing Address _____

City, State, Zip _____

Email _____ Website _____

What medium is this application for? (e.g. oil, watercolor, pottery, jewelry, etc.)

Please answer the following questions or provide a brief biography or artist statement. This information may be shared with the Gallery's members & customers. Your answers are for informational purposes only and do not affect the acceptance of your application.

Describe your connection to the area. _____

How long have you been an artist/artisan? _____

Describe any formal art education or training you have had. _____

Describe any workshops you have taught. _____

List any other places where you have displayed or sold your work. _____

Please use the back for any additional information that you would like to share.

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The Foundry Community Art Gallery Participation Policy & Procedures

(As of January 1, 2018)

PURPOSE

The Caroline County Council of Arts, Inc. 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, community art gallery, is to support artists/artisans and the community by providing a retail space/venue where the public can experience and purchase local artwork.

- 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 Gallery expenses and overhead.

QUALIFICATIONS & TERMS OF PARTICIPATION

Who Qualifies:

- Artists/Artisans who reside, work, attend school or own property in Caroline County, or who are invited to exhibit by the Foundry Jury Committee;
- Artists/Artisans who are dues-paying members of the Caroline County Council of Arts;
- Artists/Artisans who are juried and approved by the Foundry Jury Committee.

Artists not filling the above qualifications may apply for special consideration to the Foundry Advisory Committee.

Jurying:

- New or beginning artists, or those unknown to the Foundry Jury Committee, will be juried in by the piece until they establish a record quality of work.
- Artists/Artisans applying to the Foundry will submit at least three representative pieces of work for jurying. Submission may be by photograph or artwork may be dropped off by appointment. Artists will be notified within one week after the jury makes a decision and will have an additional week to pick up any work not accepted. All work must be ready for display when submitted (see separate criteria).
- Each artist will be juried on each medium submitted.
- Work will be juried by a committee of three members consisting of the Foundry Advisory Chairperson, the Arts Council Executive Director, and an artist appointed by the Executive Director.
- Work must be the Artist's own work, involve a creative process, and may not be assembled directly from a kit.
- The Arts Council reserves the right to refuse any individual item for any reason.

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Terms of Participation:

- 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. Payment by check to the artist will be sent out around the third week of the month for sales from the previous quarter.
- 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 Foundry Display Committee.
- When submitting artwork for display, artists will use a Foundry Inventory Sheet to record the price, description, and ID number of each piece. Small sticky tags will be placed on the back of each piece to indicate the price and ID number.
- Artists should plan to leave their work on display until they are notified that the display is changing. Generally, most work will be rotated 3 to 4 times each year (see the annual Foundry Calendar). The Foundry Display Committee may ask artists to remove or exchange their work at any time. New work must be consistent with established guidelines.
- The Foundry cannot accommodate storage of artwork. 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 Foundry.
- Showing Artists are encouraged to participate in the *Second Saturday's at Artsway* artist demonstration series that takes place the second Saturday of every month from 2-4pm.
- 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 exhibit insurance policy.

Gallery Display Criteria:

- Artwork will be hung or displayed by the artist in conjunction with the Gallery Display Committee.
- Watercolors, pastels, photographs – must be framed, under glass or plexiglass, with wire (not hooks) attached and ready to hang.
- Oils and other hanging works – must have wire (not hooks) attached and ready to hang.
- Mats, frames, and glass must be in good condition.
- Other display pieces – the artist may be asked to provide appropriate display fixtures, if needed.
- Any exceptions must be approved by the Foundry Advisory Committee.

I acknowledge that I have read and accepted the terms & conditions outlined on this application. I agree to accept the decision of the Foundry Jury Committee as final.

Signature

Printed Name

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 Gallery 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.

| | | |
|-----------|--------------|------|
| Signature | Printed Name | Date |
|-----------|--------------|------|

I agree for the Caroline County Council of Arts, Inc. to provide the following information about me on the Artist Directory page of their website (www.carolinearts.org) Check all that apply:

- Name
- Phone
- Email
- Website
- Biographical info
- Artistic Info
- Images of my artwork

- Already listed on CCCA's online artist directory

| | | |
|-----------|--------------|------|
| Signature | Printed Name | Date |
|-----------|--------------|------|