



**SACANDAGA VALLEY ARTS NETWORK (SVAN)
Registration for Gallery & Member Retail Space
Northville Art Center Information and Application**

COVER INSTRUCTIONS

The SVAN Arts Center gallery **at its new location at 303 South Main Street in Northville** provides SVAN artists an opportunity to display their work in a high traffic location, provides a networking opportunity with other SVAN members and (3) provides for increased art sales by exposure to travelers as well as local residents.

New gallery participants and Member's Retail Space participants are welcome at any time, but space may not be available until the next scheduled rotation. **A review panel determines which artwork is displayed in any rotation.**

All participating artists must be SVAN members. All art must be Gallery-ready when delivered to the Center (if it is to be hung, it should be wired) and accompanied by an inventory list of all titles, media and prices. In addition, each piece must be labeled with the artist's name, medium, price.

All participating artists must elect to work a minimum of ten (10) hours in the Art Center Gallery in Northville during the approximate 9 week rotation period OR agree to a greater commission rate than those artists who contribute their time in the Gallery. *The choice must be selected on the application below and will determine the commission rate for the entire rotation.*

Insurance: The artist is responsible for insurance and sales tax on submitted artwork/crafted pieces.

SVAN is obligated for reasonable care in the display of work received for the Gallery/Member Retail Space.

Sales: In the case of participating artists who work a minimum of 10 hours in the Northville Art Center during each rotation period: 20% commission is taken on works sold as a result of exposure in the gallery.ⁱ

Alternately, in the case of participating artists who DO NOT work a minimum of ten (10) hours in the Northville Art Center during the approximate 9 week rotation: 30% commission is taken on works sold as a result of exposure in the gallery.ⁱⁱ

Gallery & Member's Retail Space hours are established seasonally and typically include Friday evenings, Saturday and Sunday mornings and afternoons. For the purpose of advertising, the following set hours have been established:ⁱⁱⁱ

Friday afternoon/evenings: 3:00 P.M. – 7:00 P.M.^{iv}

Saturday morning: 10:00 A.M. to 1:00 P.M.

Saturday afternoon: 1:00 P.M. to 4:00 P.M.

Sundays: 11:00 A.M. to 2:00 P.M.

Hours may be added for special events, i.e. receptions, holidays or during community events.

Two pieces may be submitted for wall display. Space is also available for 3-D items such as sculpture and also for prints and note cards. (Artists should provide a rack or container for prints.) Please remember to bring business cards.

PLEASE COMPLETE ALL SECTIONS OF THE NEXT TWO AGREEMENT PAGES.



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Please PRINT legibly.

Name: _____

Mailing Address: _____

Email: _____ Web Site _____

Phone # (Day) _____ (Evening) _____

Description of artwork to be displayed: If several small items such as prints, cards, jewelry, please list them in the blank below your signature with descriptions as necessary, i.e.: 20 note cards in 5 separate designs at \$4.00 each)

For artwork to be hung:

#1 Title: _____ Price: _____

Medium: _____ Overall size: _____

#2 Title: _____ Price: _____

Medium: _____ Overall size: _____

Complete the options you choose/ X out the option you do not choose:

COMMISSION OPTION 1: Note change to hours to be worked!'

I, _____, **agree** to work a minimum of 10 hours in the Northville Arts Center during the rotation period {date(s) and time(s) to be decided when I drop off my artwork at the Northville Art Center. (A rotation calendar will be available at the Gallery.) I understand SVAN's commission on any of my items sold will be 20% I also understand that failure to work a minimum of 10 hours may result in assessment of a 30% commission rate for any of my product sales.

COMMISSION OPTION 2:

I, _____, **DO NOT** agree to work a minimum of 10 hours in the Northville Arts Center during the rotation period.) I understand SVAN's commission on any of my items sold will be 30%.

REQUIRED:

I, _____, understand that any payments for items sold will be processed within two (2) weeks following the close of the rotation period, unless my individual sales have accrued to more than \$200.00. In the case of accrued sales in excess of \$200.00, I understand that payment may be made within a reasonable time upon my written (email) request.

Further, I understand that my 2D (wall hangings) must be picked up on the pick-up/drop-off date following this, present rotation or within two weeks thereafter.

_____ Date: _____

(Artist Signature)



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OPTION/SPECIAL EVENT SALES:

I, _____, DO or DO NOT agree to sell my work at a 10% off sale on reception dates or other special dates, such as last day of the rotation, or a featured artist day during the rotation. (Please circle your choice.)

MEDIA PERMISSIONS:

In addition, I grant permission to SVAN to photograph and publish my artwork, full name, biography and/or artist's statement and descriptions of the artwork for promotional purposes in print, broadcast and electronic media without restrictions.

Signature: _____ Date: _____

Thank you for allowing the SVAN Arts Center to display your creative work. Any questions, please direct them to Sandra Peters, Northville SVAN Arts Center Administrator, sandra49@citlink.net or 518-725-8861 (home) or 518-774-1799 (cell). You may also contact Pat Towers, who assists with rotations, at her home phone, 518-654-2268.

List 3-D and small items below. Provide description as necessary, on the back of this page.

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- ⁱ 1. Participating Artists are encouraged to volunteer more than 6 hours in a rotation so as to assure success in the reputation and success of the Gallery and in sales.
2. All Artists are encouraged to work a full day in the Gallery as a Featured Artist. For media coverage, at least two weeks' notice to the Gallery Coordinator is required.
- ⁱⁱ All Artists are encouraged to work a full day in the Gallery as a Featured Artist. For media coverage, at least two weeks' notice to the Gallery Coordinator is required.
- ⁱⁱⁱ Hours may vary during special event weekends or holiday seasons.
- ^{iv} Each of the three days have new working hours. Please note well!
- ^v We have added 2 hours to our regular hours. Also, many of our artists are working far over their required hours to cover the gallery and gift shop. We need artists to volunteer a few more hours each rotation to make things work. Please do your best to work 10 hours. Our success depends on our artists' support!