Our Pledge to You

"For the Love of Art and Artists!"

We will do our best **to promote the sale of your artwork** and to **help every artist succeed.** We want to display your artwork in a way that speaks of quality and fairness to every artist that puts their artwork in our gallery. **Quality and fairness** is an important part of what we do at Two Rivers Art Gallery.

We will continue **doing all we can do** by using and spending our portion of sales and donations to keep our gallery open and successful as well as exposing you and your artwork to as many patrons as possible, making sales and connections happen for you.

Teamwork is essential: We will always strive to be a team working together to accomplish all that a gallery and its artists are able to do. You, as the artist, actively participating in our gallery events and selling of your artwork leads to our greater successes and is what makes us a team. We want to thank you for being a strong part of our team as we travel towards success together.

Sharing of yourself, telling your story and **marketing yourself and your artwork** makes everything work better. We make ways for you to participate in gallery events as a volunteer and as an Artist. Although they are not mandated, they greatly contribute to your success and ours. We are a team working together to increase each other's potential. Fun gala parties, featured artist shows, and classes are times we can enjoy together and are created for all our Artists to attend and be able to profit from them.

In all fairness, **major loss or damage** to artworks caused by natural disasters, extensive criminal theft, or vandalism will be fully reimbursed to the artist at the cost of the item minus the commission. Minor damage of an item will be reviewed by two members of our Gallery Advisory Team on a case by case basis for potential reimbursement or repair.

This is our promise to you as our valued artists. *Two Rivers Art Gallery and Gift Shop*

Artist's Membership Dues and Commission Information

Annual Membership Dues: $35 Gallery Only & $45 Gallery and Website
Commission Rate: 25%

These will be changed when you renew your membership and not before.

Commission checks are processed every month for items sold the previous month. Please cash your check right away so our records are easily reconciled. We will contact you when you have a check coming to you. They will arrive by mail or you can pick up your check at our Gallery. Picking them up saves us the cost of envelopes and stamps. In order to operate our gallery in responsible manner, we need to pass on the fee (currently 3%) charged by the credit card companies for your items. The amount you will receive as your payment for art sold will be: the retail cost of the item sold, minus the commission amount and the possible 3% credit card fee, IF your item was purchases with a credit card

Annual **membership dues** are to be paid once a year on the same month of your initial payment. If dues have not been paid after a one-time communication, your artwork will be removed from the floor and temporarily placed in our security room. If you don't pick up your artwork within one week (unless otherwise arranged for later pick-up), your artwork becomes the property of Two Rivers Art Gallery with no compensation to the artist.

Two Rivers Art Gallery and Gift Shop

An Organization under CVIP (Chiloquin Visions in Progress); a non-profit organization
Located in the Chiloquin Community Center, P O Box 382, 140 1st Street, Chiloquin, Oregon 97624
541-783-3326, 2riversart@gmail.com, www.2riversartgallery.com
FB: "Two Rivers Art Gallery in Chiloquin," www.BasinLife.com
Facebook: Chiloquin Oregon Two Rivers Art Gallery

Welcome! It looks like a lot to read, but once read, you will understand our system and what makes our Gallery one you will want to be a part of with full confidence.

New Artist's Steps

New artist's packets are at the gallery desk. Please write your name, phone number, and date on the check-out list found in the file.

1. Complete **the packet** and bring in your **first set of artworks** with your **membership fee** attached (if paying by credit card, please wait until items are approved). A volunteer will place these items together in the gallery office to be juried.
2. You will be contacted as soon as your artworks are **juried.** Changes may be suggested and some artwork not approved. Because quality workmanship and artwork is our goal, unfortunately we sometimes have to make difficult decisions. If items are not approved, you will receive a full refund when you pick up your artworks.
3. After approval, the Artist **tags/labels** their artwork as instructed under "Artist's Inventory/Tagging…Information," using your own business cards and nice tags.
4. **Your packet** will be copied for your files and originals will be put into our files. Your information will be used for **marketing**, unless otherwise specified not to by the Artist.
5. Every **3 months your artworks should be changed**, if possible. New artworks, if very different, goes through pre-approval. Place all your new items in the gallery office.
6. Keeping your **inventory list** "cleaned up" and "readable" is important to maintain efficient bookkeeping. Taking out older artwork, as seen on your list, helps us keep artwork fresh.
7. Your number of **artworks are limited** so other Artists have room to display their art as well. The amount depends on the size of the artworks, where they can be placed, and available space.
8. We **recommend** that all our Artists have their **own website**. If you don't have one, we will give you an opportunity to take one of **our computer classes** called "Creating your own website." The cost is minimal and the bi-product of this kind of marketing is invaluable.
9. We **stress participating,** although not mandated, in the valuable events our Gallery offers. They are created for our Artists to give everyone opportunity to connect with the public, increase art appreciation, and sell artwork. Our Gallery offers **strategic marketing events** to help you gain followers directly and indirectly. Connections that are gained from these events increase the amount of supportive patrons which is beneficial to each artist, increasing followers and buyers.

Most of all, we are here to help all artists who desire their artwork to be displayed in our Gallery. We appreciate and are thankful for all the artwork our Artists bring into our Gallery. We feel it an honor and privilege to serve you in this way. It is our desire to support you in every way possible.

Artist's Inventory and Tagging Information

All artworks submitted must be included on our Inventory List. One will be provided with this application packet and then put into our Inventory System. Artists may photocopy this form for their files. All inventory sheets must include the following:

- The artist's name and phone number
- The date items are brought into the gallery
- The code, (if not already taken) includes your initials of your first, middle, and last name and the number of the artwork (also found on tag). If your initials are taken, please keep your last initial the same for easy reference.
- Description of your artworks
- Price

EXAMPLE:

Date	Code	# of items	Description	Price	**Write:** Date and initials and mark in the appropriate row: ADDED	REMOVED
4/12/ 17	JKP001	4	Eagle Flying Oil Painting	$200	6/12/17 jkp	

Tags must have your code, item description or title, and price. Artists are responsible for putting codes as described above on each artwork. You need to use nice tags with strings, your own business card, or a nice label you make up with a short story about your artwork (no larger than two business cards). This is your responsibility and not the gallery's. This is *not* done on post-its or paper but card stock.

Two business cards are stressed: Your card, duplicated, both need; **the title or description, your name, and code** on the back of your artwork and applied securely. This second business card is used to give the important information necessary for a potential buyer to bring home with them and to keep our records accurate. You may write your information on the back of your artwork but it MUST be readable and include all the above information. This is not our first choice.

We want each Artist to have **nice business cards available** to our customers who often ask for them. The Gallery is more than happy to help seniors and disabled with this and even make up cards for you if you are unable.

The back of MOST **hung items** must have a **short wire fastened securely** for easy and safe hanging. Artists are to make sure there is a **functional and reliable hanger** on the back. Any artwork damaged due to a low quality hanging device will not be reimbursed by the gallery. Nail slots on wooden items are difficult to hang.

We have a **working system** in place and we strive to improve it on a regular basis. When everyone follows this system we can have the professional look we all want. A great system and look builds *everyone's* confidence. *Thank You!*

Artist's Informational Form

Name _____ 3 Initials _____ Date _____
Please check to make sure your initials aren't already being used by another supplier.

Mailing Address _____

City_____ State _____ Zip Code _____

Phone _____ Cell Phone _____

Email _____

Describe your artwork(s)

_____

_____

_____

Tell Us about Yourself Marketing Information

Used for Featuring You as an Artist

Please send us a picture of yourself on an email 2riversart@gmail.com as a jpeg file, asap.

In an effort to promote you and your artwork, we are asking that you answer a few questions about yourself and your artwork. If you already have a biography prepared please attach it to this form.

Name _____
Medium (oil, textile, watercolor, acrylic, etc) you use and why

_____

_____

Your story behind your artwork _____

_____

Any degrees, awards, and recognitions you have earned _____

_____

What inspires you? _____

_____

Why you choose Two Rivers Art Gallery?_____

Other Galleries you have your artwork in and its location: _____

_____

_____

_____

Comments _____

_____

_____

_____

Your website: _____

Yes, you may use this and photos taken of your artwork and at events for marketing and social medias.

_____ _____

Signature Date

Inventory List

Two Rivers Art Gallery and Gift Shop

Phone Number: ____________________

Name ______________________________ 3 Initials __________

Please use a pencil to cross off items that are being removed and date and initial it. This will make it easier to keep your list “clean” without redoing it. Highlight line when item is sold. Highlights items were sold. If more than one of the same item, you may use two lines or list each one. The extra line is created so you can keep writing amount left.

Date	Code	# of items	Description	Price	**Write:** Date and initials and mark in the appropriate row:	
					ADDED	REMOVED