



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 you application to give the Arts Council permission to photograph your work for publicity purposes or to be listed as an artist on our website.
- **Gallery Calendar** – All artists should attend the quarterly artist rotation/installation meeting at which time new artwork will be installed and old artwork rotated out. At that time artists are expected to sign up to cover at least one 2-hour gallery shift. Artists are also encouraged to participate in Foundry events.
- **Membership Form** – Please note that all participating Gallery artists must pay annual membership dues to the Caroline County Council of Arts, Inc.
- **Administration Fee** – Foundry artists are asked to contribute \$10 per year towards gallery insurance and other such administration costs.

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

Sincerely,

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. 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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## Gallery Participation Policy & Procedures

(As of February 23, 2009)

### 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 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 Gallery Committee;
- Artists/Artisans who are dues-paying members of the Caroline County Council of Arts;
- Artists/Artisans who are juried and approved by the Gallery Jury Committee.

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

#### Jurying:

- New or beginning artists, or those unknown to the Gallery Jury Committee, will be juried in by the piece until they establish a record quality of work.
- Artists/Artisans applying to the Gallery 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 Gallery Committee 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.

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- The Arts Council reserves the right to refuse any individual item for any reason.

**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. Checks are sent out the first week of the month for sales from the previous month.
- 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 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 Gallery Calendar). The Gallery Committee may ask artists to remove or exchange their work at any time. New work must be consistent with established guidelines.
- The Gallery 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 Gallery.
- Showing Artists are encouraged to participate in the *Second Saturday's at The Foundry* 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 business insurance policy.

**Gallery Display Criteria:**

- Artwork will be hung or displayed by the Gallery Committee.
- Watercolors, pastels, photographs – must be framed, with or without mat, 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 displays if needed.
- Any exceptions must be approved by the Gallery Committee.

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

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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 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.

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Signature

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Printed Name

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Date

I would like 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](http://www.carolinearts.org)) Check all that apply:

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

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Signature

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Printed Name

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Date

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