



48 Front Street Issaquah, WA 425-996-8553 <http://www.arteast.org/studio.htm>

UP Front [art] Membership

UP Front [art] is an artist's co-op in Issaquah, WA. We have a great location right on Front Street in historic downtown Issaquah. There is a big vision of establishing an arts community in downtown Issaquah and UP Front is a major contributor to that vision. We are excited to bring this opportunity to our local artists and artisans.

Ways to participate @ UP Front.

EXECUTIVE MEMBERSHIP

The artist's financial obligations:

- A member of artEAST
- Executive membership artists pay \$85 per month.
- The consignment fee on all sales is 10%, the artist retains 90%
- Artists are paid monthly by the 15th for the prior month's sales.
- Upon acceptance into UP Front, a copy of the store procedures will be provided to you.

The artist's time obligations:

- Staffing time is 4-5 shifts per month, plus occasional special event shifts.
- New executive members are required to work 2, 4-hour training shifts during their first month. Regular staffing shifts start the following month.
- Attend planning meetings on the last Thursday at 9:30 am of every month.
- All executive members must help run the art gallery as a serious business. Members are expected to serve on a committee or be on call as help is needed.
- All executive members are expected to independently recognize what needs to be done to maintain the gallery business and do it.

WORKING MEMBERS

The artist's financial obligations:

- The consignment fee on all sales is 40%, the artist retains 60%.
- Artists are paid monthly by the 15th for the prior month's sales.
- Upon acceptance into UP Front a copy of the store procedures will be provided to you.

The artist's time obligations:

- Staffing time is 1-2 shifts per month. Plus occasional special event shifts.
- New working consignees are required to work 2, 4 -hour training shifts during their first month. Regular staffing shifts start the following month.

NON-WORKING MEMBERS

The artist's financial obligations:

- The consignment fee on all sales is 50%, the artist retaining 50%.
- Artists are paid monthly by the 15th for the prior month's sales.
- Upon acceptance into UP Front a copy of the store procedures will be provided to you.

The artist's time obligations:

- There are no time obligations.

PLEASE FOLLOW THESE GUIDELINES FOR THE JURYING PROCESS:

- **There is a one time \$15.00 Jury Fee. Checks can be made out to UP Front [art].**
- All incoming artists must have their art juried by the executive membership. Art is accepted according to the gallery's media requirements.
- All art submitted must be presented as if it were going in the gallery for sale that day. No unframed or unfinished art will be accepted for review. Price tags must be on art, as if for sale.
- The art must be the actual pieces that will be for sale in the gallery. Once accepted to the gallery, an artist may not substitute any new form, medium or quality of work, without another jury process.
- Art is juried the last Thursday of each month. Art for review must be left at the gallery on the last Wednesday of the month and picked up the last Friday of the month during business hours (11am – 6pm Tuesday & Wednesday and 11am – 8pm Thursday, Friday and Saturday).
- All art submitted must be accompanied by the business card, artist's biography, and the following two page application.
- We are unable to store your artwork. Please make arrangements for art to be picked up by a designated person if you are unable to return the day after screening.
- If your artwork is accepted, it may still be placed on a waiting list, due to space limitations or media requirements of the gallery.

Please keep all previous pages for your information.

List 3 references. Preferably another gallery and at least one job related contact.

1.

2.

3.

Up Front is a Co-Op. Gallery members are expected to actively participate in the running of the store. To make the store successful there are opportunities other than the daily running of the store. Please indicate below which areas you would like to help out, should you be accepted into the gallery?

- Merchandising
- Public Relations/Marketing/Graphic Design
- Quarterly deep cleaning/Painting
- Special event/exhibit planning

Every care will be taken with your work while it is at UP Front (art). However, should loss, damage or theft occur, UP Front (art) cannot assume liability.

I have read the above disclaimer, and agree that the inventory listed is correct.
I have read the membership agreement and consignee agreement

Signature of applicant:

Date:

Signature of co-op member receiving for UP Front Gallery:

Date:

Internal Use Only:			
Jury Fee Received:	YES	NO	
Jury Results:	YES	NO	Waitlist: