

ARTS COUNCIL MENIFEE MENIFEE ART AND BOUTIQUE

Gallery Managers: Kathleen Crain (951) 303 4757 Mary Carnes (951) 852 9744

Guidelines to show artwork at Menifee Art and Boutique, 26830 Cherry Hills Blvd, Menifee 92586.

Please complete this application and attach a list of your submissions. Bring it with you when you bring your items to be checked in at the Boutique. All items will be subject to approval by an ACM Board member, their designee or Menifee Valley Community Cupboard staff. You must make an appointment with a manager or assigned representative before adding items to the Boutique.

You must be a current paying member of Arts Council Menifee at Artist level or above to participate in the Menifee Art and Boutique.

Specifications:

- All work must be original
- All work must be dry.
- If framed, work should be properly secured in the frame using D-rings and wire appropriate for the weight of the painting/photography. Wire ends must be wrapped for safety. Please respect your work and how it is shown.
- Name of artist, and title should be on the back of each piece.
- Paintings, photos, graphics and mixed media may be covered with glass if the size is 30"x30" or less (excluding frame). Plexiglas is required on larger pieces – except pastels and charcoal works.
- Gallery wrap ends must be finished. Work should have a dust cover over back
- Please let us know ahead of time if your work is larger than 45" wide, including the frame.
- All work must be suitable for general viewing.

As a courtesy to managers, please bring no more than the quantity listed below at one time to the Boutique. You may have more items in the store, but they must be brought in at different times:

- Larger paintings/photographs - 3 maximum
- Smaller paintings/photographs (10 x 10 or smaller) - 5 maximum
- Jewelry - 10 items at a time
- Books - 4 copies of each title
- Sculpture and other items will be determined by size.

As a consideration of having the space to display your materials, please understand you have an obligation to remit the appropriate commission to the store for any item sold within six months of being in the store. This also applies to "custom" work that the sale of which can reasonably be determined to have come from the store.

Liability:

The Arts Council Menifee, Menifee Art and Boutique and Menifee Community Cupboard, its officers, directors, agents, or representatives assume no responsibility for damages, theft, or loss of work. All work being accepted for display is subject to these conditions. Insurance is the responsibility of each creator.

Page Initials _____

ARTIST'S AGREEMENT

I hereby release the Arts Council Menifee, and Menifee Art and Boutique and Menifee Community Cupboard, its officers, agents or representatives of responsibility for damage, theft or loss to my work submitted for display. I will arrange for my own insurance coverage.

Neither Arts Council Menifee, Menifee Art and Boutique, nor Menifee Community Cupboard will assure the availability or safety of work that is not picked up on the designated date and time – to be determined. Menifee Art and Boutique will not hold or be responsible for holding work. If I am unable to pick up my work, on the assigned date, it is my responsibility to inform Menifee Art and Boutique, and schedule an alternate time at the convenience of Menifee Art and Boutique. If my work is not picked up within six months of being notified to pick up my work, it will be considered abandoned.

It is understood that my participation with items for sale in the Menifee Art and Boutique requires me to contribute hours both during open hours in the Boutique, AND in the Menifee Community Cupboard Holiday Store.

During my work in either the Menifee Art and Boutique or Holiday Store, I agree to the following:

1. My volunteer services are mandatory during the Menifee Art & Boutique **and** Holiday Store open hours. If at least 2 volunteers are not present during opening hours I will notify a co-chair.
2. I shall endeavor to be courteous, conscientious, and conduct myself in a professional manner at all times.
3. If I have an issue related to the staff or other volunteer, I will attempt to resolve the issue with a co-chair first. If the issue cannot be resolved, then I may elect to take the matter to the ACM Board during Boutique hours, or Community Cupboard Shop Director, during Holiday Store hours.
4. I understand that volunteers are always welcome to shop at the Menifee Art and Boutique or Holiday Store when they have completed their volunteer shift and no discounts will be given.
5. I understand that the management reserves the right to terminate my volunteer status at any time. This could also affect my commission percentage in the Menifee Art and Boutique.

Commissions retained by the Boutique are shown on Addendum A which is attached.

If I do not show up at my prearranged times without notice or rescheduling at least 24 hours in advance, my percentage of sales for that month will be reduced to the next lowest level.

Participation in the Holiday Store is expected at the same level as the Boutique. My percentage of sales will change according to participation and if I do not participate in volunteering during the Holiday Store for any reason, in January, my percentage of sales will change for the same number of months. This total will be determined by my previous volunteer hours.

Page Initials _____

I understand that the nature of the volunteer activities that I may perform in my capacity as a volunteer may involve physical activity, contact with unidentified/unfamiliar persons, or other potential risk of bodily injury or damage to property. Knowing this and in consideration of being accepted as a volunteer, I hereby assume full and complete responsibility for any personal injury and/or property damage that I sustain or cause during my participation as a volunteer.

In addition, I hereby release, hold harmless and covenant not to file suit against the Arts Council Menifee, The Menifee Valley Community Cupboard or the Menifee Valley Thrift Shop and any of their employees, volunteers, partners, agents, sponsors, board members and successors from any and all loss, liability or claims I may have arising out of my service as a volunteer. I also understand that as a volunteer, I may become privy to confidential information about the Arts Council Menifee, the Menifee Valley Community Cupboard, Thrift Shop and its clients. I agree to maintain the confidentiality of any information about the Arts Council Menifee, the Menifee Valley Community Cupboard, Thrift Shop, its internal procedures, business operations, personnel information and the like that is not otherwise publicly disclosed by Arts Council Menifee. I will not use any confidential information in any matter that will be detrimental to Arts Council Menifee, Menifee Valley Community Cupboard or the Menifee Valley Thrift Shop, and I will avoid all actions that might impair the reputation of Arts Council Menifee, Menifee Valley Community Cupboard or the Menifee Valley Thrift Shop.

I hereby agree to all statements on all 3 pages.

Signed: _____ Date: _____

Please print clearly the following information:

Name: _____

Address: _____ Phone: _____

E-Mail: _____

Emergency Contact: _____ Phone: _____

Addendum A

Commission Schedule - Effective February 1, 2022

10% of all sales will be retained by Arts Council Meniffee from artists with 12.5 and more volunteer hours per month.

25% of all sales will be retained by Arts Council Meniffee from artists with 3.5 to 12 hours of volunteer hours per month.

35% of all sales will be collected by Arts Council Meniffee from artists with less than 3.5 hours of volunteer hours per month.

If I do not show up at my prearranged times without notice or rescheduling at least 24 hours in advance, my percentage of sales for that month will be reduced to the next lowest level.