

Port City Pottery & Fine Crafts

307 N. Front St.

The Cotton Exchange

Wilmington, NC 28401

www.portcitypottery.com

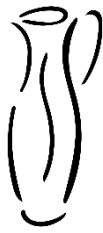
Dear Prospective Associate Artist,

Thank you for your interest in being a contributor to our gallery. Port City Pottery & Fine Crafts (PCPFC) was created in 2007 and has since been a destination venue for locally created three-dimensional art and fine crafts. We are located inside the historic Cotton Exchange in the heart of downtown Wilmington. We function as an artist cooperative comprised of local members with a limited number of associate artists. We take great care to maintain our image and to look after all members of our organization. This principle guides our stringent jurying process.

To begin the jurying process, please bring a completed application form along with 5 – 10 examples of items you wish to be considered for inclusion in our gallery. All items must be made by you, the artist. Items should reflect the full range of products you wish to display and sell. Please deliver the application and items you wish us to consider to our gallery location at 307 N. Front Street, Wilmington, NC 28401.

You will be notified once the jurying is complete. If accepted, you must complete our Associate Artist contract. Feel free to contact us via email before submitting your application with any questions. Our email address is portcitypottery@ec.rr.com.

We thank you for your time and interest and hope to welcome you to our unique, cooperative gallery.



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Associate Artist Application

Criteria for jurying artwork:

- Pricing
- Quality
- Creativity
- Originality
- Appropriateness to PCPFC

Name: _____

Address: _____

Phone: _____

Email/website: _____

Medium: _____

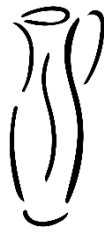
List the retail price and a very brief description of each item you wish to be juried. (Must be between 5 and 10 items). Please label items for easy reference. If you would like to use a custom tag for your items, please include a sample. Include any additional information about your creation process that you feel would aid in our jurying.

	Description	Retail Price
1		\$
2		\$
3		\$
4		\$
5		\$
6		\$
7		\$
8		\$
9		\$
10		\$

I understand that Port City pottery & Fine Crafts will not be held liable for any damage or theft of items delivered for jurying and that I have read the "Prospective Associate Artist" Letter.

Signature _____

Date _____



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Associate Artist Contract

Port City Pottery allows the display and sale of handmade crafts and original works of art in our gallery by nonmembers under the following and other conditions as set forth in the bylaws.

1. Accepted associate artists must submit an associate artist application, be approved by a jury of current members, and sign the associate artist contract contained herein. The contract is auto-renewed bimonthly. We hold the right to terminate the contract if unsatisfactory conditions are met. The consignee may cancel the contract at the end of the 2 month cycle if a two week notice is given. Only comparable items that have been juried are permitted for sale. Items different from those that have been juried must go through a new jurying process.
2. Display of items will be on a space available basis, which will be determined by the Display Committee. No associate will be granted permanent or exclusive space in the gallery. Associate artists, with approval, may supply their own display equipment. Sufficient quantity of items must be made available to appropriately fill display section which will be determined between the artist and Display committee.
3. A commission of 40% will be applied to all items sold through the gallery and a 20% commission on special orders or referrals through the gallery. The commission will be deducted from the consignee's monthly check. Payment to the consignee will be payable by the 15th of each month.
4. Neither the gallery nor its members will be held responsible for loss, theft or damage of consignment items.
5. Acceptance as an associate artist does not constitute cooperative membership in Port City Pottery & Fine Crafts, nor does it entitle the consignee to vote, hold office, possess a key, work in the gallery, attend meetings or otherwise participate in the association except by specific invitation.
6. Other conditions affecting this contract may be imposed at any time. Written notification of any changes will be provided to the artist.
7. Once accepted associate artists must submit an item inventory form, contained herein, with each product delivery. All items for sale must be tagged with an Item # and retail price. Tags may not contain personal contact information.
8. Artist must email (portcitypottery@ec.rr.com) a brief artist statement. We include this statement with each sale of the respective artist. Visit the artist section of our website (www.portcitypottery.com) for examples.

I have read, understand, and agree to abide by the conditions set forth in this contract.

Signature: _____

Date: _____

Name (printed): _____

Address: _____

Phone: _____

Email: _____