



Where the Art Show  
Never Ends

In The Historic Cotton Exchange  
307 North Front Street  
Wilmington NC 28401

*Monday - Saturday 10 - 5:30*  
*Sunday 12 - 4*

910-763-7111  
portcitypottery.com  
info@portcitypottery.com

## **ARTIST APPLICATION**

***Interested in joining Port City Pottery and Fine Crafts? Please read the following information and application.***

**Art Genre(s):** 3D Fine Crafts

**Art Forms:** Pottery, Sculptures, Wearable Art, Home Decor, Clay, Metals, Fiber, Glass, Multimedia, Wood. All 3D art forms are considered.

**Submission Limitations:** Wilmington area and Southeastern NC

**Submission Theme/Focus:** The gallery's interests are in showcasing Wilmington as a cultural mecca with the objective of raising the public's awareness and appreciation for our local 3D artists by exhibiting fine crafts from our region while giving the highest return to the artists .

**About the Gallery and Benefits for our Members:**

Port City Pottery and Fine Crafts is an award-winning gallery, the first 3D artist gallery in the city. Open since 2007, we continue to be a leader in promoting local artists.

- We proactively promote the gallery and our artists through multiple marketing channels: social media, radio spots, yearly printed visitor guides, and via other venues.
- Members are highlighted as Featured Artist at times during 4th Friday events or may be involved in theme months or collaborative projects.
- A monthly eNewsletter is sent to loyal customers letting them know about upcoming events, new items/ artists in the gallery, and other important updates.
- Photos of your work and your artist statement are featured on our website for all visitors to see.
- promotes the gallery in their advertising and online media.
- We work to optimize our presence on the web through many search engines.
- Our members are valuable resources, representing years of combined experiences in their craft and their profession as artists.

### **Member Requirements**

- A commission of 20% will be applied to all items sold through the gallery. The same commission applies to special orders or referrals through the gallery.
- A monthly fee of \$110 is required.
- All member artists work 3–4 days a month in the gallery.

**PLEASE PRINT THE APPLICATION ON THE NEXT PAGE AND SEND IT WITH YOUR PHOTOS TO:  
INFO@PORTCITYPOTTERY.COM**

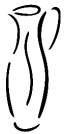
Dear Prospective Member:

Thank you for your interest in our gallery. Port City Pottery & Fine Crafts (PCPFC) was created in 2007 and has since been a destination venue for locally created 3D art and fine crafts. We are located in the historic Cotton Exchange in the heart of downtown Wilmington. We function as an artist cooperative comprised of local members. 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 send a completed application form along with 5 – 10 photos (.jpg) of items you wish to have 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. To be eligible for co-operative membership, you must reside in any of the following NC counties: Brunswick, New Hanover, Columbus, Bladen, Pender, or Onslow. Please send the application and photos of your work to [info@portcitypottery.com](mailto:info@portcitypottery.com).

You will be notified once the jurying is complete. If accepted, you must complete our Co-operative Membership Contract. Feel free to contact us via email with any questions before submitting your application.

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



## Port City Pottery & Fine Crafts

307 N. Front St. Wilmington, NC 28401 [www.portcitypottery.com](http://www.portcitypottery.com)

### Co-operative Membership Application

#### Criteria for jurying artwork: pricing, quality, creativity, originality

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email/website: \_\_\_\_\_ Medium: \_\_\_\_\_

List the retail price and very brief description of each item you wish to be juried. (Must be between 5 and 10 photos). Please label items for easy reference. If you 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.

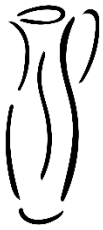
#### Description Retail Price

Item	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 \_\_\_\_\_



## Port City Pottery & Fine Crafts

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### Co-operative Membership Contract

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

- Co-operative member artists must submit a co-operative membership application, be approved by a jury of current members, and sign the co-operative-membership contract contained herein. The contract is auto-renewed annually. We hold the right to terminate the contract if unsatisfactory conditions are met. The member artist may cancel the contract at the end of the 12 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.
- Display location, size, and any other additional display details will be determined in conjunction with the member artist and the Display Committee. No member artist will be granted permanent or exclusive space in the gallery. Member artists, with approval, may supply their own display equipment. Sufficient quantity of items must be made available to appropriately fill display area.
- A commission of 20% will be applied to all items sold through the gallery. The same commission applies to special orders or referrals through the gallery. The commission will be deducted from the consignee's monthly check. Payment to the member artist will be payable by the 15th of each month.
- Neither the gallery nor its members will be held responsible for loss, theft or damage of any item.
- Approved member artists are strongly encouraged to attend all quarterly membership meetings. Newly approved member artists enter a 6-month provisional period during which they are not allowed to vote or hold office.
- Other conditions affecting this contract may be imposed at any time. Written notification of any changes will be provided to the artist.
- Once accepted member artists will be trained by other senior members in normal gallery operations. They will be paired with a board member or Display Committee member for their first 2 month calendar cycle.
- All items for sale must be tagged with an Item # and retail price. Tags may not contain personal contact information.
- It is mandatory that all member artists work 3–4 days a month in the gallery.
- Artist must email ([info@portcitypottery.com](mailto:info@portcitypottery.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](http://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: \_\_\_\_\_