



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

UP Front [art] Membership

UP Front [art] is an artist collective 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. UP Front in the artEAST Art Center is a major contributor to that vision. We are excited to bring this opportunity to our local artists and artisans.

NEW MEMBER - ALL NEW MEMBERS

The artist's financial obligations:

- All new members start at this level
- The consignment fee on all sales is 50%, the artist retains 50%.
- Artists are paid monthly by the 15th for the prior month's sales.
- Must be artEAST member, (\$75 artist or \$25 seniors and students yearly fee) (more info www.arteast.org).
- 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.
- After 3 months artist can be moved to a member level below.

Membership Levels

RETAIL SALES MEMBER (BY INVITATION ONLY)

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.
- Must be artEAST member.

The artist's time obligations:

- Staffing time is 2-3 shifts per month.
- New working consignees are required to work 2, 4 -hour training shifts during their first month. Regular staffing shifts start the following month.
- Minimum of a 6 month commitment from artist.

RESOURCE MEMBERS (BY INVITATION ONLY)

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.
- Must be artEAST member.

The artist's time obligations:

- Staffing time is 8 – 12 hours of non-sales work per month.
- Minimum of a 6 month commitment from artist.

NON-WORKING MEMBER

The artist's financial obligations:

- The consignment fee on all sales is 50%, the artist retains 50%.
- Artists are paid monthly by the 15th for the prior month's sales.
- Must be artEAST member.

The artist's time obligations:

- There are no time obligations.

PLEASE FOLLOW THESE GUIDELINES FOR THE JURY PROCESS:

- All artwork must be original works (no prints, reproductions, or giclée).
- 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. Retail price tags must be on art, as if for sale.
- Once accepted to the gallery, an artist may not substitute any new form, medium or quality of work, without going thru the jury process first.
- All incoming artists must have their art juried by the Jury Committee. Art is accepted according to quality of art and the gallery's changing medium requirements.
- **There is a one time \$15.00 Jury Fee. Checks can be made out to UP Front [art].**
- **You must also submit a yearly artEAST membership fee or proof of membership (\$75 artist or \$25 student or senior). Checks should be made out to artEAST.** If you are not accepted into the gallery this check will be returned to you.
- All art submitted must be accompanied by **artist's biography, artist statement**, the following two page **application**, and we strongly encourage pictures of **artwork on CD** for marketing of work on acceptance.
- Art is juried quarterly, artwork and all documentation must be dropped off at the UP Front gallery on the dates specified on the web site (www.arteast.org/studio.htm) during business hours (11 am – 7 pm Tuesday - Saturday). The Jury Committee will meet and jury the next day.
- Please make arrangements for art to be picked up by you or a designated person the day after review (2 days after drop off) during business hours.
- You will receive written notification of your status within 24 hours of review.

Please keep all previous pages for your information.



Artist Jury Application

PLEASE PRINT LEGIBLY

Name: _____ 3 Initials: _____

Medium: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Website: _____

Home Phone: _____ Cell Phone: _____

Describe your art: (Use a separate sheet if needed).

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

1. _____

2. _____

3. _____

****List your 5 submissions on Artist Inventory; include retail price, title, and medium.****

UP Front is a collective gallery. Members are expected to actively participate in the running of the store. Please indicate below which areas you would like to help out, should you be accepted into the gallery.

- Public Relations/Marketing
- Graphic Design
- Photographer
- Quarterly deep cleaning/Painting
- Special events
- Inventory
- Sales Desk

Every care will be taken with your work while it is at UP Front (art). However, should loss, damage or thefts 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.

Signature of applicant: _____

Date: _____

Signature of member receiving for UP Front Gallery: _____

Date: _____

ARTIST INVENTORY

Name: _____ Date: _____

Medium: _____

Address: _____

Phone Number: _____ Email Address: _____

| Item Number w/initials | Item Description—Please include medium, size, title, and specifics as needed | Qty | Retail Price | UpFront Use: Date sold | Up Front Use: Artist initials and date removed | Up Front Use: Notes |
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| Internal Use Only: Check that all items are included | | | | | |
| Jury Fee: | YES | NO | Artist Statement: | YES | NO |
| artEAST Member: | YES | NO | Artists Biography: | YES | NO |
| Application: | YES | NO | CD of Artwork: | YES | NO |
| Internal Use Only Jury Committee: | | | | | |
| Jury Results: | YES | NO | | | |
| Comments: | | | | | |
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