

# Clay Studio of Missoula Member Sales Gallery Application Information & Directions

## Application due dates:

Summer review- due June 15/ Winter review – due January 15

We only review Studio Member Sales Gallery applications twice a year. Any applicants not accepted may reapply for the following review period. If your work is not accepted, we will provide feedback as to why we were not able to accommodate your work. All accepted artists will be notified and will meet with staff to sign a sales gallery contract and have their items reviewed. Contracts will be reviewed and renewed on an annual basis. If the type of work you sell varies greatly from the style/type of work you applied with, you may be asked to resubmit an application.

## How to Apply:

### Step 1:

**Complete & submit an application via our Google form application link:**

<https://docs.google.com/forms/d/e/1FAIpQLSc0R-LugKhjWc9XOEexZFj1Im5DgCKabj9EG5QBUFXiCxExow/viewform>

### Step 2:

#### Submit Images

Your application images must be submitted separately from the Google Form Application. HOWEVER, you *must* include the Work Sample inventory information in your Google Form Application. Include at least five different "work samples" in your application. Items may be similar in style, we just want to see at least five individual pieces of original works.

Up to 2 images can be included per "Work Sample" to allow for detail shots, alternate views, etc.

Submitted images should be .jpg files, 300 dpi, and no larger than 1800 pixels in the largest dimension. Works should be photographed on a clean, neutral backdrop\*\*. Image files must be named with the image number, your last name, and your first initial (example: 1a-DoeJ.jpg, 1b-DoeJ.jpg, 2-DoeJ.jpg, 3-DoeJ.jpg)

**File Delivery Method:** Work Sample Images may be delivered via a thumb drive to the office, through a file share program (google Drive, Dropbox or WeTransfer are all acceptable methods) to [info@theclaystudioofmissoula.org](mailto:info@theclaystudioofmissoula.org), or emailed to [info@theclaystudioofmissoula.org](mailto:info@theclaystudioofmissoula.org) in *zipped file only* to accommodate for multiple large images. Please include "Sales Gallery Application" and your name in any subject heading

\*\*Clay Studio members are always welcome to utilize our photo set up to document works for the sales gallery. If you need photographing tips and guidelines, please visit the Ceramics Field Guide website for helpful tips:

<http://ceramicsfieldguide.org/chapter-7/shooting-images-of-your-work/>

## Studio Member Sales Gallery Policies

All artists accepted as a "Clay Studio Member" artist must maintain an active annual membership at the Clay Studio of Missoula.

Works for sale should be primarily made from clay, or if not, must relate somehow to ceramics.

Artists receive 60% commission on gallery sales. Please take this into account when pricing your work. Commission checks are issued monthly by the 15<sup>th</sup> of the month following any sale(s).

Artists are responsible for providing the Clay Studio of Missoula with an up-to-date inventory sheet. Please fill out the standard Clay Studio inventory form (provided by the office) with our inventory system initials/# system. Any member of the staff or one of our artists in residence can assist you with this. If you remove an item from inventory, you must update your inventory sheet with a staff member.

If an in-studio or personal sale is made on the Clay Studio premises, due to a sales gallery customer inquiring to see additional work of yours not in the sales gallery inventory, the Clay Studio requests a 30% commission on the sale of this work. Please check with the office for the appropriate paperwork to be filled out for such sales.

Artists are to provide no more than one medium sales gallery shelf's worth of work at one time (this is dependent on the work dimensions - please see staff for # approval). Inventory should be reviewed about every 6 months, in order to keep selections fresh. Our gallery storage is limited, so please do not use us as storage for excessive overstock! Whenever items are sold, you are welcome to rotate in new items, and replace older items with new ones.

Work on the shelves in the sales gallery is generally rotated on a monthly basis for First Friday. We cannot guarantee one full or dedicated shelf per artist or all inventory in stock out on display every month due to the number of artists we represent. We will do our best to have a selection out from all of our represented artists on a monthly basis.

We encourage you to include business cards and/or 4x6 postcards with your work with your personal contact information and website, as many people inquire about this information.

We encourage all our represented artists to provide increased inventory during our holiday sales event. There is no limit to the number of items that can be provided during that time. Please also consider helping with a sales shift during the holiday sale if your work is represented in the gallery, as we need additional help during that time to permit weekend sales hours.

Your acceptance into the sales gallery has been based on the caliber of work demonstrated in your application. In the interest of representing high-quality handmade work by talented artists, our studio artists must adhere by the following regulations:

- Please do not use the sales gallery as a place to sell low quality or defective items. **If items are meant to hold water, please test them before stocking them** (leaking is a very common problem). If a customer finds that a purchased item is defective for its intended purpose and returns it, we will issue them a refund and deduct your amount from future commission payments.
- If an item is not food safe and shouldn't be used for consumables, be sure to disclose this if someone can mistake it for functional wares. (for example, raku)
- Do not provide work to the sales gallery that is extremely fragile, sharp, cracked, or unstable (such as rocky bottoms or under-fired work). Please secure lids and moving parts that may fall off if picked up. If an item appears broken, defective, sharp, incredibly fragile, or inappropriately displayed, the management has the right to remove the item(s) in question. We cannot reimburse artists their commission amount for such items if they are damaged.
- The Clay Studio of Missoula is not liable for damages incurred through the event of a natural disaster, such as an earthquake or fire.
- Extremely large or heavy items cannot be submitted without consent from the office, as we have limited storage and display for such items. If an item is more than 20" in any direction or more than 25 lb, it falls into this category.

Member Artists leaving the area are responsible for pickup or return shipping costs associated with old, unsold works. We do not provide return shipping. If your Clay Studio of Missoula Membership lapses, works are subject to be removed from display. If works are abandoned due to membership non-renewal or relocation for more than 1 year, they will become the property of the Clay Studio of Missoula.