

Art Pop Artist Agreement for 724 Western, Lake Forest, IL

Deer Path Art League, Artists on the Bluff and the Lake Forest/Lake Bluff Artisan Guild have leased the space at 724 Western, Lake Forest, IL, for art exhibits in the store currently named Art Pop. All members, in good standing, of the above listed art groups are invited to participate at Art Pop.

Market Square Property Management Company, Deer Path Art League, Artists on the Bluff, and/or Lake Forest/Lake Bluff Artisans League are not responsible for the loss or damage of artwork at Art Pop. Artists are expected to carry their own insurance to cover their artwork.

Artists are expected to pay applicable sales tax on all items sold on their behalf by Art Pop. Artist should price their artwork to include sales tax.

Artists understand and agree to deliver and pickup their artwork on the designated days announced by Art Pop.

Policies and Procedures followed by Art Pop and participating Artists:

Artists will pay with either a cash payment of \$50.00* or a check made out to AOTB for \$50.00 within 10 days of being informed they are in the show. If fee is not paid within the 10 days, artist forfeits their space for that month's show. Artists may not pre-pay or reserve space for future months.

A 10% commission will be taken on all sales. (There is no longer a \$50 before commission allowance.)

Commission is based on the full price of item as set by artist including sales tax.

- Commission will be deducted at the time of sale for cash payments.
- Commission must be paid by artist at the time of pick up for check payments.
- Commission must be paid by artist before the 1st of each month for credit card sales.

Art Pop will notify the artist the day of a sale via phone call or e-mail if sale is over \$100.00 or when multiple sales total \$100.00. Artist should pick up monies as soon as possible at Art Pop during normal business hours. Art Pop will provide a receipt for the sale when payments are picked up.

Art Pop is unable to accept card payments. Artists are encouraged to complete the attached form providing information to Art Pop for processing credit card payments such as Venmo, Zelle, Paypal.me or other type of money transfer account.

If customer agrees, Art Pop will attempt to contact the artist while customer is present so artist may process Square and other types of credit card accounts.

Customers may request item to be put on hold. Art Pop will mark the item as pending sale and hold item for two weeks. If artwork is not picked up within the two weeks, the pending sale sign will be removed and the artwork will again be for sale.

No item will leave Art Pop without proof of payment or directed to do so by the artist.

Art Pop will be open Thursday through Saturday, 10 to 5 each day. Art Pop will add additional days as sales indicate the need or opportunity arises.

Art Pop reserves the right to jury a show in order to create a

balanced exhibition.

Art Pop reserves the right to refuse or remove any artwork deemed unacceptable by the board. Said artwork will be returned to the artist.

All artwork will be hung or installed by Art Pop. Wall space is limited to 20 square feet for 2D artists. Amount of artwork brought to Art Pop must fit within the 20 square feet. **Anything that exceeds the 20 square feet will be returned to the artist.** When selecting artwork for display please keep in mind that negative space is needed between pieces.

Location of artwork is at the discretion of Art Pop management. Location may vary from month to month.

Artwork may not be exchanged during the month, unless permission is granted by Art Pop management.

Artwork may only be moved by Art Pop management. If the current location of your artwork could damage your artwork, please notify management.

Artists with sales should replace sold work with a piece of work matching the size of the one sold the next business day, if possible.

Art Pop features original artwork. Reproductions will not be displayed with original artwork. If space permits, framed reproductions will be hung away from original artwork, marked as a reproduction and counted as part of the artist's 20 square feet. **Bins for matted reproductions** will be offered at management discretion as space allows.

3D artists are limited to assigned areas as designated by management. 3D displays may not cover more than 20 square feet of wall space.

Jewelry – Art Pop currently has two (2) display cases for jewelry available each month. Jewelry cases are to be shared

by all jewelers participating each month. Pricing will be determined by number of jewelers participating with maximum being \$50 and minimum being \$25.

Great Art at Small Prices:

1. This area is reserved for items priced at \$75.00 or less.
2. A \$15.00 fee will be charged for each square foot of space taken in this area.
3. Artwork in this space must be original.
4. No jewelry allowed in this space.

Reproduction cards are welcome at no extra fee, but will have their own designated display area.

Art Pop is a cooperative and as such all participating artists are expected to participate in the operations of Art Pop as determined or limited by one's abilities.

Art Pop is a professional venue providing reasonable fees for the sale of artwork by members of Deer Path Art League, Artists on the Bluff and Lake Forest/Lake Bluff Artisan Guild. As such, unprofessional behavior on the premises will not be tolerated. The consequence of such behavior will be removal from Art Pop with no refund of fees.

Art Pop has a governing body that represents each of the participating groups and has established the above policies. Failure to follow said policies could and will result in removal from Art Pop with no refund of fees.

*If you find the fees prohibit you from participating, please contact your group's president.

I have read and agree to abide by the policies and procedures as outlined above by Art Pop:

Signature:	Printed:
Date:	Phone:
Email:	
Address:	

Please initial:

___ I understand that requests for specific placement of artwork in the gallery will be taken into consideration when hanging the work, but may not be able to be accommodated.

___ I understand that requests to swap out artwork during a show will be at management discretion. Pieces being exchanged must match in size.

How I would like to be paid for a sale:

CASH: Yes

Personal Check made out to me: Yes or No

Credit Card Options:

- Venmo Account # _____
- Zelle Account # _____
- PayPal.me Account _____
- Square: Yes or No (you will be called at time of purchase to process over the phone)

___ I would like to be included in staffing Art Pop.

I am available:

Thursday	10 to 5	10 to 1:30	1:30 to 5
Friday	10 to 5	10 to 1:30	1:30 to 5
Saturday	10 to 5	10 to 1:30	1:30 to 5

Please print out and bring to Art Pop with your exhibit fee.