



ART COUNCIL OF SOUTHWEST FLORIDA
Connecting artists and arts in southwest florida since 1963

COOPERATIVE ART GALLERY PROSPECUS (Approved Dec 13, 2016)

The ACSWF COOP Art Gallery is open to all individuals who maintain a current membership in one of our member organizations. CURRENT MEMBERSHIP CARDS, OR VERIFICATION OF PAYMENT OR MEMBERSHIP, ARE REQUIRED AT RECEIVING.

1. COOP ART GALLERY OPERATIONS

- a. The Coop Art Gallery will run from January 1, 2017 through December 31, 2017. The Coop Art Gallery will be open as follows:
 - i. November to April Monday through Saturday
 - ii. May to September Wednesday through Saturday
 - iii. October to November Monday through Saturday
 - iv. December 7 days
- b. Open hours will be 12 p.m. to 6 p.m. each day.
- c. A minimum of 2 Members must be present when Gallery is open.
- d. The Art Council of Southwest Florida will provide a Cash-Box which will be picked up and returned each day to Simon Mall Office on Fashion Drive.
- e. All sales will be subject to Florida Sales Tax (presently 6%), collected for each sale.
- f. Credit card fee transactions will be deducted from Artist's net payment. Price art work accordingly.
- g. All sales will include the following commissions: 12% to Coconut Point Mall, 9% to each Art Group participating as a group with a minimum of ten artists and to small groups with thirty (30) or fewer members with a minimum of five artists, and 9% to the Art Council, for a total of 30% commission.

2. ENTRY FEES

- a. The ACSWF will charge each Participating Artist a non-refundable 'Coop Art Gallery Entry Fee' of \$30 per month to help cover part of the cost of utilities, insurance, repairs, maintenance & publicity for the space.
- b. All monthly payments are payable at receiving to the Art Council of Southwest Florida (ACSWF).
- c. Any artists not current with entry fees will have their artwork removed.

3. ARTIST'S RESPONSIBILITIES

1. All artists must have a signed waiver form and W-9 on file with the gallery.
2. Artists are required to gallery-sit one day per month or more if needed as a condition of showing their work.
3. No artwork will be allowed into the gallery if it is advertised for sale elsewhere: ie: etsy, webpage, ebay. The work must be available for purchase only through the ACSWF Coop Art Gallery. No artwork will be accepted that is under contract with another gallery.
4. No individual or outside sales are allowed in the Coop Art Gallery.

4. ARTISTS' SUBMISSIONS:

1. All artists may submit a maximum of six (6) pieces a month for jury review. The six (6) items can be 2D or 3D, and the artist may submit works in different mediums to reach the six (6) total. A maximum three (3) of the six total pieces per artist may be wall hung. In addition, an individual painting larger than 1800 square inches shall be counted as two items.
2. The total number of items permitted each month may be seasonally adjusted and artists will be notified of this adjustment prior to the next receiving date. Every effort will be made to display all juried items appropriately; however the gallery does reserve the right to limit items on the display floor due to space limitations.
3. All art work submitted to the Coop Art Gallery may include: original art work in traditional genres, giclees for 2-D art work, lithographic prints, and photographic prints. For 3D art work, handmade or hand assembled pieces in all medium may be submitted. All paintings to be hung must be framed or on gallery-wrapped canvas with painted sides, wired and ready to hang. All artwork must be identified with a label/business card taped to the back of the artwork. Prints and giclees must be identified as such and that information placed on the item as well as on the wall label.
4. In addition to the items above, any artist who produces her/his own cards may submit a total of six (6) individual cards or three packages of multiple cards for sale
5. All submissions will be juried into the gallery – no exceptions. Decisions of the jury are final.

5. RECEIVING PROCESS

- a. Gallery-Sitting by each Participating Artist one day per month, or more if needed, is required as a condition of showing their work in the Coop Art Gallery. As the first step in the Receiving Process, Artists must select a Gallery-Sitting Date(s) in order to enter their work. Any artist who has NOT scheduled a sitting day will have their artwork removed. It is the responsibility of the artist to make arrangements for sitting each month. If Participating Artists are unable to fulfill their Gallery-Sitting Requirements, they will be responsible for finding a substitute replacement and must inform the Gallery scheduling coordinator Ginny Whiteman – gabby@whiteman.net. Any artists who fail to attend on their scheduled date – without having prior approval – will have their artwork removed from display for that month.
- b. All Artists must sign a "Waiver," complete an "Inventory Form," & "W-9 form" as part of the Receiving Process. These will be available in advance on the Art Council website – www.acswf.org - and at the time of Receiving.
- c. Art works that are not acceptable include, but are not limited to the following: pre-assembled work, assembly-line or commercially-reproduced images (i.e., mugs, cups, T-shirts, etc.), multiple reproductions of the same images other than notecards. Anything that is deemed offensive or inappropriate will not be accepted. All art work juried in will be at the discretion of the Art Council's Coop Art Gallery, and its judges.
- d. All artwork MUST remain in the gallery until sold or rotated out during a scheduled monthly receiving date. Any and all artwork that is displayed or hung in the gallery MUST be sold only through the gallery.
- e. Any unsold artwork after 60 days in the gallery must be replaced/rotated out. Artists must wait 90 days before returning the same artwork to the Coop Art Gallery.
- f. Artists who sell their Art work may replace sold items immediately, with an item similar in size for placement in the same location as the sold item. Artists may rotate unsold Art work, once a month on the first Monday of every month, from 10am to 1:00pm ONLY, the same dates as receiving as listed below.

6. DATES FOR RECEIVING & RECEPTIONS FOR 2017 SEASON (All dates have changed)

Receiving Dates and Times:
January 2, 2017 Monday - 10am - 1:00pm
February 6, 2017 Monday - 10am - 1:00pm

Reception Dates & Times:
January 5, 2017 Thursday 4-6 pm
February 9, 2017 Thursday 4-6pm

March 6, 2017 Monday - 10am - 1:00pm
April 3, 2017 Monday - 10am - 1:00pm

March 9, 2017 Thursday 4-6pm
April 6, 2017 Thursday 4-6pm

Receiving Dates and Times:

May 1, 2017 Monday - 10am - 1:00pm
June 5, 2017 Monday - 10am - 1:00pm
July 5, 2017 Wednesday - 10am - 1:00pm
August 7, 2017 Monday - 10am - 1:00pm
September 5, 2017 Tuesday - 10am - 1:00pm
October 2, 2017 Monday - 10am - 1:00pm
November 6, 2017 Monday - 10am - 1:00pm
December 4, 2017 Monday - 10am - 1:00pm

Reception Dates & Times:

May 4, 2017 Thursday 4-6pm
October 5, 2017 Thursday 4-6pm
November 9, 2017 Thursday 4-6pm
December 7, 2017 Thursday 4-6pm

7. ART COUNCIL OF SOUTHWEST FLORIDA POLICIES

The Art Council of Southwest Florida (ACSWF) reserves all rights of decisions regarding the Cooperative Art Gallery, including changes to days open, hours open, artwork acceptance, payment, and decisions and changes to this document. All proposed changes shall be sent to the ACSWF.

1. ART COUNCIL OF SOUTHWEST FLORIDA POLICY ON E-MAILS – Effective August 4, 2013

The Art Council of Southwest Florida's list of member artists, their addresses, phone numbers, e-mail addresses, and group affiliation, are NOT to be used in any way, including, but not limited to the following: commercial purposes, personal events, political or lobbying messages, professional solicitations, advertisements, invitations, or provided to a third party to use for any purpose. In addition, all emails given to the Art Council of Southwest Florida are for Art Council use only. Anyone violating this policy could be jeopardizing the 501-c-3 designation and/or nonprofit status of the Art Council of Southwest Florida. Anyone violating this policy will be issued a warning after the first occurrence, and expulsion the second time from any and all Art Council of Southwest Florida-sponsored shows, events, and Coop Art Gallery participation.

2. ACSWF POLICY ON W-9 FORM

Many artists ask why the ACSWF needs this from them before any sales have actually been made. In maintaining our non-profit status the IRS asks that we keep accurate records of our activities. Part of that record-keeping involves who profits from the gallery. In January of each New Year, anyone who has sold \$600.00 or more during the previous calendar year will be issued a 1099 form that states the amount sold for each artist. In order for 1099 forms to be issued on time, all Artists must have a completed W-9 form on file with the ACSWF. The ACSWF and other galleries and places that offer artists' work for sale will ask them to fill in one of these forms annually. Your information is kept protected. The ACSWF Treasurer is the only person with access to it and when it is no longer needed it is shredded. Inventory sheets with addresses and emails are all

shredded. The ACSWF tries very hard to protect your information and ours. The policy is that we ask for the W-9, with all information completed, at Receiving. It is a requirement of your participation in the Coop Art Gallery as we are required to have these records.

3. NEW POLICY FOR INDIVIDUAL ARTIST'S RECEPTION:

The Coop Art Gallery at Coconut Point is available for Individual Artists Receptions. Interested artists should contact the Gallery Director for additional information. Approval in advance is required for any individual event.

8. FUTURE SPACE AVAILABILITY

Coconut Point Mall has made space available for the Cooperative Art Gallery for the past four years. The Mall Manager, Jamie Grofik, has been a strong supporter of the Art Council's efforts to bring the Arts to Coconut Point Mall. We appreciate her support but recognize that space in the Mall is not guaranteed. We appreciate her assistance in securing space for 2017, and hope for another successful year.