

Pocahontas County Artisan Co-Op Juried Artist Information

P.O. Box 373 ~Marlinton, WV 24954 ~304-799-2550
For More Information Contact the Officer at Large

PCACo-Op Membership

The Pocahontas County Artisans Co-op (PCACo-Op) is a 501(c)3 charitable non-profit organization formed to promote the arts, arts education and arts-based businesses in Pocahontas County, WV. Our motto is: *Artists Helping Artists*. As a charitable organization, a substantial portion of our activity is directed toward the larger community. The PCACo-Op promotes the arts through special events, artisan demonstrations and exhibitions, special appearances, and workshops. Interested individuals may join the PCACo-Op by paying dues to have the privilege of serving in a charitable organization committed to the promotion of the arts in Pocahontas County. For more information, please contact our New Member Manager.

Dues are paid to PCACo-Op. Dues are a financial contribution which amount is set by the members of PCACo-Op.

Effective Date: 8/18/21 Current Dues Payment: \$30 annual Date Due: submit with application

Send Contact Information and Dues Payment to:

PCACo-Op, Membership Treasurer, P.O. Box 373, Marlinton, WV 24954

Volunteer Labor

Members are encouraged to offer volunteer service in support of the operations of the charitable organization.

Such labor may include, but is not limited to: Participating on a committee, planning and staffing special events & community outreach, conducting workshops & demonstrations, marketing and advertising, etc.

What skills do you have to contribute to an all-volunteer organization? Please ask the New Member Manager for more information about opportunities for participation.

Selling of Artwork Opportunity

Pocahontas Artisans, Inc. (PA, Inc.) is a subsidiary corporation owned by PCACo-Op. PA, Inc. operates all PCACo-OP-sponsored for-profit retail outlets. The Executive Management Team maintains day-to-day responsibility of gallery operations including management of the clerking work force and maintaining all key business functions to maintain the company's normal business operations.

Juried Artist

When applying as a Juried Artist you are applying to exhibit your arts and crafts in one or more galleries where the public may purchase them. PCACo-Op Membership is not a mandatory requirement for selling of arts and crafts in the sponsored galleries.

The PCACo-Op defines a Juried Artist as an individual or two combined artists, living in one household who have a registered business with the West Virginia Tax Department. Applicants may be an individual artist or a couple, including husband/wife and life partners.

What's my commitment?

Seller's Fee

Juried Artists pay a Seller's Fee to PA, Inc. The Seller's Fee is a mandatory financial contribution which amount is set by the Board of PA, Inc. A six-month grace period is granted to newly juried artist with the balance of the Seller's Fee due at the close of the grace period.

Effective Date: 8/18/21 Current Seller's Fee: \$180 Date Due: \$60 due after 6 months of jury acceptance
Send Seller's Fee Payment to: PA, Inc. Operations Treasurer, P.O. Box 103, Marlinton, WV 24954

Commission Package Options

Juried Artisans may select the commission package options that best fits their level of commitment.

- Option A - pay a 40% sales commission with no clerk requirement.
- Option B - pay a 20% sales commission and serve as the clerking workforce with a one-or-two-day per month commitment.

Package Options are designated by PA, Inc. and may be amended as needed. In order to exhibit and sell at a gallery, the artist must agree to maintain an exhibit during all months the gallery is open to the public.

Clerks

Clerks are expected to arrive with sufficient time to set-up the cash register and prepare the gallery to receive the public by the posted opening time. Clerks are expected to keep the gallery open and the cash register operating until the posted closing time.

The full workdays as clerk and gallery caretaker are each Juried Artist's **minimum contribution** to the operation of the exhibition space.

Those Clerks unable to fulfill their required clerk-day obligations must pay another approved clerk the designated amount established by PA, Inc. to clerk in their stead. Hiring of non- approved clerks is not allowed.

Effective Date: May 1, 2022 Current Clerk for Hire Fee: \$30

Auxiliary Galleries

Juried Artists are entitled to exhibit their artwork at auxiliary galleries when additional opportunities arise. Juried Artists electing to exhibit their work at an auxiliary gallery are required to fulfil additional clerking days as designated by Pocahontas Artisans, Inc. at that location or pay another member to clerk in their stead.

Commissions/Sales Tax

PA, Inc. collects a commission, and State and local sales taxes on all sales. The commission collected by PA, Inc. funds the sales infrastructure of the for-profit business. PA, Inc. files appropriate forms and submits payments of all appropriate sales taxes to the respective government bodies. PA, Inc. distributes monthly sales checks no later than the 15th day of each month.

Prohibited Artwork

Due to the non-profit 501(c)(3) tax status, no artwork is permitted that will jeopardize the Tax Status as stated in the bylaws under article 6.

In addition, the following artwork is prohibited:

No work may lobby or promote political activity
No work may promote discrimination of any kind
No work may display inappropriate language, profanity
No work may represent abuse or a lack of respect for life's inherent dignity.

How do I apply?

First, review the Gallery Standards and Jury Criteria. After reviewing this material, you will complete a Juried Artist Application. This Application provides space for you to include an artist's statement explaining your commitment to your art/craft/specialty good or manufactured/mass-produced item and describing the work(s) you are submitting for jury. This is your opportunity to explain your work to the Jury Committee. Examples of your artwork in each medium must be submitted for jury. Committee members may seek outside advice regarding the works they do not feel personally qualified to evaluate.

To ensure a cooperative environment in the galleries, it is recommended each artist jury no more than 4 separate mediums with the understanding that the number of mediums displayed is dependent upon available space as determined by the PA Inc. management team.

We also request the following:

- Three physical examples of each Fine Art or Fine Craft medium being juried.

The application and jury process will take place the second week of January, April, July and October of each year. Completed applications are due the last Friday of December, March, June and September. Arrangements to drop off artwork at the McLaughlin Log House will be made by the Jury Committee chairperson after receiving a complete application.

DISCLAIMER: The Pocahontas County Artisan Co-Op will take necessary precautions to ensure the safety of all artworks submitted for the jury process. The PCACo-Op cannot be held liable for any damage to artwork that may occur.

Pocahontas County Artisan Co-Op Juried Artist Application

P.O. Box 373 Marlinton, WV 24954 304-799-2550

Name: _____

Address: _____

Home Phone: _____ Cell/Other: _____

Email: _____

Package Option (see page 2): _____ Option A _____ Option B

Medium(s) to be juried (as described in our Gallery Standards and Jury Criteria):

1. _____
2. _____
3. _____

List each item to be juried. Add an additional page if necessary

Medium	Item Description	Retail Price

Have you in the past or are you now selling your works at galleries, shops or art/craft festivals?

Yes _____ No _____

If YES, please describe your past/present sales experience.

Artist's Statement.

Please give us a sense of your history with the work you are submitting. How did you come to do this work? What does it mean to you? Why do you want to be a Juried Artist with the Pocahontas County Artisan Co-Op?

Do you have skills you would be willing to volunteer to PA, Inc.? EVERYONE has something to contribute. Please give us an idea of how you might participate. All skills are welcome! Accounting? Advertising? Carpentry? Design? Phone Skills? Recordkeeping? Public Relations? Scheduling?

Do you have needs as an artist or business owner that you would like the Co-Op to help you with? If so, please tell us how we can help you better succeed. Providing no-cost or low-cost services to help our juried artists succeed is a big part of our non-profit mission. Accounting? Branding? Labeling? Training? Web presence? Workshops? Let us know what's on your mind.

On occasion a travel magazine or tourism promotor may visit our retail outlets with the desire to promote our artists and/or PCACo-Op and PA, Inc. may procure pictures for marketing purposes. Please designate your choice below:

- YES, I allow my artwork to be filmed/photographed.
- NO, I do not allow my artwork to be filmed/photographed

DISCLAIMER: With my (our) signature below, I (we) acknowledge the Pocahontas County Artisan Co-Op will take necessary precautions to ensure the safety of all artworks submitted for the jury process. The PCACo-Op cannot be held liable for any accidents involving artwork that may occur during the jury process.

Signed: _____ Date: _____

Received: _____ Date: _____

APPLICATION ITEMS REQUIRED:

- Three (3) examples of Fine Art or Fine Craft medium.