

Pocahontas County Artisan Co-op Juried Artist Checklist

___ I understand my commitment as outlined in the Juried Artist Information.

___ I have obtained a WV Business License/Registration and understand that all sales tax on items sold through the Co-op will be submitted to the WV State Tax Department by the Sales Treasurer.

___ I agree not to copy, in any way, any item being sold by fellow Artists. I further understand that to do so may be grounds for termination of my participation as a juried artist.

___ If I choose an Option with clerking requirement, I understand that I will be trained in gallery operations and that this training will be provided until I am comfortable and confident in running the gallery on my own.

___ If I choose an Option with a clerking requirement, I agree to fulfill my clerk responsibilities. I understand that failure to meet this work obligation may result in termination as a participating juried artist.

___ If I choose an Option with a clerking requirement, I understand that if I am unable to fulfill my clerk obligation at any time, it is my responsibility to find another approved clerk to work in my place, and that said arrangements will be worked out directly between my replacement and me.

___ I agree to pay a seller's fee as established by PA, Inc. I understand that the Sales Treasurer may hold my sales check(s) until my obligation is met. I further understand that failure to pay the seller's fee in a timely manner may result in termination of my participation as a juried artist.

___ I agree to work with the Gallery Manager in displaying and maintaining inventory. I further agree to refrain from moving or rearranging my or any other artist's work without the Gallery Manager's approval.

___ I understand that if I encounter any problems that I am unable to resolve on my own, I will contact the Member-At-Large who will help find a resolution.

Member(s) Signature(s): _____ **Date:** _____

_____ **Date:** _____