



EXHIBITING MEMBERS' HANDBOOK 2015

**Piedmont Craftsmen
601 North Trade Street
Winston-Salem, NC 27101
336.725.1516
www.piedmontcraftsmen.org**

Proudly supported by the following:



PIEDMONT CRAFTSMEN, INC.

Information for EXHIBITING MEMBERS

Exhibiting Members of Piedmont Craftsmen are accepted through a jury process that confers lifetime membership status as long as the member maintains good standing by paying annual dues and upholding the responsibilities of that membership. Exhibiting Members comprise a group of professional craftsmen from across the Southeast who are recognized nationally and internationally for their excellence in technique and design. Piedmont Craftsmen provides an extended family of high-caliber professional colleagues.

I. Benefits

- A. Voting privileges and the opportunity to provide leadership by service on Piedmont Craftsmen Board of Trustees and its committees
- B. 10% discount on all purchases in the Crafts Shop, online at www.piedmontcraftsmen.org or in Piedmont Craftsmen sponsored exhibitions
- C. Participation in the Annual Crafts Fair held every fall. Fair contracts are mailed out in spring
- D. Representation in the year-round Gallery/Shop
- E. Inclusion in Piedmont Craftsmen Exhibitions, publications, blog and public relations for the Fair, Gallery/Shop and special events
- F. Inclusion on Piedmont Craftsmen's website with an artist's page that includes statement, link to member's website, and images
- G. Referrals by Piedmont Craftsmen to public and private arts organizations, museums, galleries and shops across the country for exhibition and sales opportunities
- H. Exposure to new and developing markets including designers, corporate collections, national magazines and gallery owners
- I. Opportunities to educate/lecture in Piedmont Craftsmen sponsored events or teach a workshop in the community, schools or universities

II. Responsibilities

Exhibiting members are expected to fulfill the following responsibilities to maintain their membership in good standing:

- A. Pay annual dues in January
- B. Demonstrate ownership in the organization by participating annually in any of the following:
 - 1. The Annual Crafts Fair, including demonstrating
 - 2. Consignment of work in the Gallery/Shop
 - 3. Any Piedmont Craftsmen sponsored exhibition
 - 4. Serving on the Board of Trustees, Standards, Exhibitions, or Education Committees
 - 5. Participate in one of the organizations fundraisers or programs (i.e. donate work to an auction or volunteer)
 - 6. Teaching or volunteering for any of Piedmont Craftsmen's educational activities.
 - 7. Include Piedmont Craftsmen membership on your resume, provide link on your website to www.piedmontcraftsmen.org
- C. Keep individual information files current with:
 - 1. Short Artist Biography or Updated Resume
 - 2. Short Artist Statement

3. Short statement about cultural references and influences that give your work a global prospective. Touch on design elements, materials and techniques that have impacted you
4. Digital images of current work for the website and promotion materials (300dpi minimum)
5. Provide information on awards, special commissions, etc for the Piedmont Craftsmen's blog and FaceBook page in a timely manner

III. By-Law and Standards Information

- A. **Transferability of Exhibiting Membership.** Such membership, once received, cannot be sold, passed on, assumed, deeded or otherwise transferred to another individual, team/team member or entity. Membership is conferred only to the individual or original team having successfully completed the application process and jury selection. (Art. III.Sec.A.2, Adopted 2011)

- B. **Exhibiting Member Leave of Absence.** An Exhibiting Member can request a leave of absence by submitting such in writing to the Executive Committee for reasons such as, but not limited to, medical, emotional stress, family care, or natural disasters (Acts of God). Such leave may be for a maximum of three years at a reduced membership fee of fifty percent of the current membership contribution. If the Exhibiting Member has not resumed full membership status at the end of three years, he or she will be required to re-jury as a returning Exhibiting Member. While on such leave of absence, the Exhibiting Member is in a non-voting status and thus is not considered when determining a majority vote of membership. (Art. III.Sec.A.3, Adopted 2011)

- C. **Annual Membership Contribution.** Membership and its privileges shall continue for the year in which a member has remitted the Annual Membership Contribution. Should an exhibiting member decease during the year, their estate will be afforded the privilege of exhibiting that member's craft at the Gallery or at the annual Fair upon payment of established fees and adherence with all Annual Fair requirements.

Membership and its privileges shall lapse for those Exhibiting Members who fail to remit the Annual Membership Contribution within six months of the due date, January 1, of each year. Any member whose membership has lapsed may reapply. (Art. IV.Sec.4.2, Adopted 2011)

- D. **Membership Status.** Exhibiting Members must re-jury if:
 1. Two Artists working in the same media, who juried as a team and the team disbands. The Standards Committee will review the individual craftsperson's work during the image portion of the jury process. The jury will know that he/she is a current member who held a team membership in the organization.
 2. The craftsperson joined as an individual and now is working as part of a team with a previously un-juried craftsperson. The team must apply together for the image portion of the jury in early April.
 3. Piedmont Craftsmen exhibiting members are encouraged to be creative and "grow" within their media, however, they must re-jury if they change or add-on a media. Again, the Standards Committee will be informed that re-jurying craftsperson is currently and exhibiting member in "x" media.

Members should notify the Piedmont Craftsmen office of these changes and request a re-jurying. The request and the re-jurying must take place prior to presenting work for exhibitions, consignment in the Gallery/Shop, or at the Annual Craftsmen's Fair. If the craftsperson request for re-jurying is after the April image deadline, the Standards Committee Chair has the option of including their re-jury in the object review in November.

The fee for re-jurying will be waived for exhibiting members in good standing. The Standards Committee has the option to call for objects or waive the object portion of the re-jurying. The object jury will be conducted during the annual Piedmont Craftsmen's Fair. (Adopted by the exhibiting membership in 2002)

IV. Operating Policies of the Piedmont Craftsmen Gallery/Shop

In order to provide the Exhibiting Membership with greater clarity and consistency we have developed the following operating policies for the shop.

Consignment

A. Eligibility

All exhibiting members in good standing are entitled to place goods in the Shop for sale. Any exhibiting member delinquent in paying membership dues for the current year by more than 90 days shall no longer be entitled to participate in the Shop until dues are brought current. In the event the delinquent member currently has work on for sell in the Shop, Piedmont Craftsmen shall be entitled to deduct any past due membership fees from any amount owed to the delinquent member to bring such member back into good standing.

B. Price

1. Retail price is set by the Lender/craftsperson
2. The split is 60% to the Lender/craftsperson, 40% to the Shop
3. The Organization has the discretion to add a 5% surcharge to goods sold in the shop to defray costs

C. Shipping

1. Lender/craftsperson pays shipping to the Shop.
2. Generally, the Gallery/Shop pays return shipping to the Lender/craftsperson when work has been shipped. Other shipping options and cost to the artist may arise on case by case bases. Such as....
 - a. Request to ship work that was hand delivered
 - b. Request to ship the work to a 3rd party.
 - c. The weight of the art requires the building of special packaging
 - d. Costs for shipping exceed \$25
3. Hand delivery of work is accepted during regular shop hours: Tuesday – Friday 10:30 – 5:00pm. Work maybe hand delivered on Mondays when prior approval has been received. Since Saturdays have the fewest members of the staff available, artists are discouraged from hand delivering or picking up work on the weekend. Also, the staff is not available to meet artist before or after shop hours or on Sundays.

D. Duration of Consignment

1. Length of time consigned works remain in the Shop is to be mutually agreed upon by the craftsperson and the Gallery Manager. We find that refreshing work about every four to six months works well.
2. A seven (7) day notification will be required for the removal of consigned goods from the shop. Please contact the Gallery Manager by email or phone to make arrangements.
3. Removing work for the Craftsmen's Fair. Work cannot be removed from the Shop during the week prior to or the weekend of the Craftsmen's Fair in November without prior notification. No exceptions. See #C2 above for removal info. An Artist who wants their artwork for the fair must request to remove their work from the shop no less than seven working days in advance of the fair. This will give the staff time to remove the work from the sales floor, remove it from the inventory system and pack the work prior to the labor intensive weekend of the Craftsmen's Fair. Artists who have made these early arrangements may pick up their work Thursday or Friday before the Fair during regular gallery hours. See #B3 above for hours.

E. Payment for Consigned Goods Sold

1. Payment will be mailed to the craftsperson on the 15th day of the month following the sale.
2. If a craftsperson is owed less than \$25 at the time of payment, the bookkeeper or Gallery Manager may choose to hold the payment until the next month or such time as a check can be written for more than \$25 or by the end of Piedmont Craftsmen's fiscal year.
3. As noted in paragraph "A" above, all exhibiting members authorized PCI to deduct any past due membership dues from consignment amounts due the craftsperson.

F. Off-site Exhibitions

1. Piedmont Craftsmen partners with various organizations to present off-site exhibitions that are not part of the regular exhibition schedule. The artwork is for sale during these exhibits and is covered by the host organization's insurance. The work is covered by Piedmont Craftsmen's insurance during transportation. It is our practice to select items for these shows from pieces at the gallery without notice to the Craft Artist. Artists may opt out of these exhibits by initialing #4 on the Consignment Contract.

Special Sales

1. Special Orders

These are orders for which the shop acts as intermediary and handles all business relating to the special order. A contract is necessary between the craftsperson, customer and gallery manager. The split is 60% to the craftsperson and 40% to the Shop.

Payment will be made to the craftsperson within 30 days following completion, delivery of the order and full payment is received by Piedmont Craftsmen.

2. Referral Sales

The Gallery/Shop is entitled to a commission on any sale for which the Gallery/Shop has served as referral agent by receiving the customer request and facilitating the customer's contact with the craftsperson. For a Referral sale, no business is handled through the Shop.

Upon the completion of the sale, the Shop receives a 10% agent's or referral fee from the craftsperson.

V. Piedmont Craftsmen Exhibition Policies

Objects loaned or consigned by the rightful owner to Piedmont Craftsmen Inc. for exhibition in its Shop, Gallery or at other sites under Piedmont Craftsmen's sponsorship, shall be subject to these conditions:

A. Care & Handling

Piedmont Craftsmen shall exercise appropriate professional care with respect to the loaned or consigned objects. Evidence of damage at the time of receipt or while in Piedmont Craftsmen's custody will be immediately reported to the Lender/craftsperson. No alteration, restoration or repair of the objects will be undertaken without the written authorization of the lender. The Lender/craftsperson certifies that the loaned or consigned object(s) is/are in good condition and will withstand the ordinary strains of packing, transportation and handling.

B. Insurance

1. Unless the Lender/Craftsperson expressly elects to maintain his/her own insurance, Piedmont Craftsmen will insure the loaned or consigned work according to Piedmont Craftsmen's then current general liability policy from the date of receipt to the date of return shipment.
2. Insurance for off-site exhibitions may be provided by the host site. Piedmont Craftsmen is not responsible for insurance coverage or for loss or damage to loaned or consigned work included in the exhibition, unless Piedmont Craftsmen specifically agrees to such responsibility. A description of the insurance coverage for offsite exhibitions will be included in the terms of the exhibit loan agreement signed by the Lender/Craftsperson.
3. Insurance during transit to Piedmont Craftsmen or any other designated exhibition venue shall be arranged by the Lender/Craftsperson according to the provisions of the carrier, costs of which shall be paid by the sender. The sender shall be responsible for processing insurance claims against the carrier. On return shipments from Piedmont Craftsmen exhibitions, Piedmont Craftsmen is the sender and is responsible for processing insurance claims against the carrier, otherwise, the Lender/Craftsperson is the sender and responsible for arranging insurance coverage and processing any insurance claims against the carrier.
4. If requested, the Lender/Craftsperson shall provide Piedmont Craftsmen with satisfactory documentation of appraised-value or fair-market value for the loaned/consigned objects. In the event of irreparable damage to the consigned object(s) while in the care and custody of Piedmont Craftsmen, Piedmont Craftsmen will pay the Lender/Craftsperson an amount equal to his/her proceeds from a regular sale at fair-market-value.

C. Transportation & Packing

1. Shipment to Piedmont Craftsmen shall be arranged and paid by the Lender/Craftsperson. Delivery must occur at least one week before the exhibition opening date or as indicated in other written loan agreements. Unpacking and repackaging will be done by experienced personnel or crafts persons or under competent supervision. Objects will be returned in the same crates and materials (or equivalent) as received. Return shipment shall be arranged and paid by Piedmont Craftsmen.
2. The Lender/Craftsperson is encouraged to leave unsold work for consignment to the Gallery/Shop after an exhibit closes. Upon the closing of the exhibit, the Policies of the Gallery/Shop shall provide the operating guidelines for the artwork if it remains with Piedmont Craftsmen on consignment.

D. Publicity & Photography

The Lender/Craftsperson shall furnish a current resume, vitae or artist's biography and artist's statement. High resolution (300 dpi or higher) digital images are extremely helpful for publicity for exhibits. Unless permission is expressly denied in writing signed by the Lender/Craftsperson,

Piedmont Craftsmen reserves the right to photograph, telecast, record on video, feature on the Piedmont Craftsmen web-site or otherwise reproduce images of loaned or consigned work for publicity, promotions and educational purposes, or for use in our newsletter, on our website and other printed materials for noncommercial purposes.

E. Sales

In general, exhibition sales will be subject to the same rules as any Gallery/Shop sale (See section # IV OPERATING POLICIES OF THE PIEDMONT CRAFTSMEN GALLERY/SHOP.)

Off-site exhibitions may be subject to different policies including but not limited to different payment splits and payment timing. Description of these variances will be included in the terms of the exhibit contract. ALL CRAFTSMEN SHOULD READ THE ENTIRE EXHIBITION CONTRACT CAREFULLY TO ASSURE FULL UNDERSTANDING OF ALL TERMS.

F. Copyrights

Unless otherwise notified in writing, Piedmont Craftsmen assumes that all copyrights are to remain with the artists and will not be transferred to the purchaser at the time of sale.

G. Conflicts

In the event of conflict between these policies and any other form or document of the Lender/craftsperson, the terms of these policies shall control the conditions of the loan or consignment of any objects to Piedmont Craftsmen. If the legal ownership of the loaned or consigned work(s) changes during the pendency of this loan/consignment, whether by reason of gift, insolvency, incapacity, death or otherwise, the new owner must establish his/her legal right to receive the objects by proof satisfactory to Piedmont Craftsmen.

H. Notification of Opportunities to Exhibit

Piedmont Craftsmen's Exhibitions Coordinator shall be responsible for notifying the entire Exhibiting Membership in a timely manner of upcoming exhibition opportunities, including special themed shows in the Gallery/Shop and in off-site locations. In case of venues that limit the work that may be exhibited (by medium, artist location, size, or other factors) Piedmont Craftsmen reserves the right to select potential exhibit participants from among Exhibiting Members who fit the venue's parameters.

I. Cancellation by Participating Artists

In the event that a Lender/Craftsperson must withdraw from taking part in a scheduled exhibition for any reason, they must notify the Exhibition Coordinator in a timely manner in order to allow time to invite other artists to participate.

A Lender/Craftsperson may not remove work from an exhibition before the end of the exhibit.

J. Work by Non-Member Artists

On occasion Piedmont Craftsmen may elect to collaborate with other groups on exhibitions, or to invite non-member artists to show with Exhibiting Member artists in the interest of promoting partnerships or exploring specific themes. Any collaborative exhibitions that include work by artists who are not Exhibiting Members will be held outside of Piedmont Craftsmen's own Gallery/Shop, and will include no less than 51% (more than half) of work created by Piedmont Craftsmen Exhibiting Members.

K. Work by Exhibiting Members in Non Juried Media

With the understanding that our Exhibiting Members are creative artists who may explore working in different media, Piedmont Craftsmen may allow and/or invite Exhibiting Members to send work in media other than that with which they juried in to Piedmont Craftsmen. These invitations and/or allowances will only be issued for Exhibitions that take place in venues other than Piedmont

Craftsmen's own Gallery/Shop. For exhibits in Piedmont Craftsmen's Gallery/Shop, Exhibiting Members must show work that is in their juried membership medium.

L. Right to Not Show Work

Piedmont Craftsmen reserves the right to not show work which has been sent if it is deemed by members of the Exhibition Committee to be either inconsistent with the stated theme or not up to the standards expected of the artists. Piedmont Craftsmen may also decline to display work that is not exhibition ready (e.g., wall displayed work that is not ready to hang) or that cannot be displayed due to size or other limitations of the exhibition space.

When there are constraints on the size and number of pieces allowed in an exhibition, Piedmont Craftsmen reserves the right to limit the number of pieces displayed by a single Lender/Craftsperson.

M. Amendment of Exhibition Policies

Piedmont Craftsmen reserves the right to amend, modify and change these Exhibition Policies. Upon any such amendment, modification or change of the Exhibition Policies, Piedmont Craftsmen will distribute such updated copies to the Exhibiting Membership.

N. Definitions

All references to defined terms in these Exhibition Policies shall have the same meaning as given in the Bylaws or other Policies of Piedmont Craftsmen, unless otherwise specifically provided in these Exhibition Policies.