

# Potter County Artisan Cooperative Application

1. Business/Artist  
Name \_\_\_\_\_
2. Address \_\_\_\_\_
3. Phone \_\_\_\_\_
4. Email \_\_\_\_\_
5. Website \_\_\_\_\_
6. Artistic Medium (Check only those you intend to place for sale)  

Wood	Literature
Fiber	Licensed Food Products
Metal	Pottery
Photography	Handmade Herbal Products, Soaps, Salves
Painting/Drawing	Sculptures
Jewelry	Quilting/Sewing
Music	Other:
7. Checks payable to: \_\_\_\_\_

## Application Checklist:

- Submit a brief description of item or product for each check mark above, include dimensions.
- Provide at least one photo of your work for each checked item above (digital photos can be emailed to: [pottercountyartisancenter@gmail.com](mailto:pottercountyartisancenter@gmail.com))
- Include pricing or price range on each different item you wish to submit for consideration.
- Include Artisan Biography on separate sheet (no more than 1 page)

**Waiver:** Upon being accepted to join the Potter County Artisan Cooperative, I understand and agree to adhere to the Artisan Cooperative By-laws and Contractual Agreement. I understand that the display and sale of my work is subject to the discretion of the Membership Committee and the size and location of my display will be dependent on the type of work I do and available space at the Artisan Center at any given time. I also understand that the Potter County Artisan Cooperative is not responsible for any theft, loss or damage of my work.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



# Potter County Artisan Cooperative Artist Contractual Agreement

## MISSION STATEMENT

(Adopted by the membership June 9, 2023)

The Potter County Artisan Cooperative is dedicated to enhancing an appreciation for the arts and to promote cultural enrichment to the residents of Potter County. We offer the opportunity for public participation in the arts through exposure and education and by supporting artists, performers, writers, musicians and artisans.

- 1. TERM & TERMINATION:** This agreement shall commence upon signing and after one year may be terminated by either party after giving 30 days written notice. No member is exempt from the stated duties in this Contract without forfeiting his/her privileges to exhibit and remain a member in good standing of the Artisan Cooperative. A member may be terminated by a majority vote of the Roundtable for non-compliance. Exemptions are granted on a case-by-case basis by the Roundtable.
- 2. SALES COMMISSIONS:** Commission from the sale of items will be **65/35 split (Artisan 65% / Artisan Center 35%)** for those choosing not to volunteer and not serving on a committee. Artists who choose to work pay a commission of 30%, which is reduced by 1% for each hour worked, to a minimum of 20%. Shifts are covered in 4-hour blocks. Artists shall establish the retail value of works, and agree not to undercut that price at other regional venues.
- 3. ARTISAN CENTER STAFFING:** Artisans are asked to work a minimum of 8 hours per month and to sign up on a monthly basis. If unable to fulfill scheduled time, **the artisan is responsible to make arrangements for a replacement.** All Artisans are expected to participate in Artisan Center events when able. Artisan hours worked will be verified monthly prior to payments being mailed.
- 4. SALES TAX:** The Artisan Cooperative will add the applicable tax to the retail price established by the artisan. The Pennsylvania State sales tax will then be paid by the Potter County Artisan Cooperative.
- 5. PAYMENTS:** The Potter County Artisan Cooperative will mail checks by the 15<sup>th</sup> of the month for the previous month's sales. Each payment will be accompanied by a list of items sold during the prior month.

6. **NEW MEDIA:** Any work in a media previously not exhibited by an artist must be accepted by the jury committee in accordance with the By-laws.
7. **INVENTORY:** Artisans are responsible to re-stock, re-display or change out their own inventory, with the assistance of the Gallery Manager. Artisans are responsible to keep their area neat and tidy. Inventory can be added during established business hours. Each item must have an Artisan Cooperative tag with the name of the item, retail price, name of the artisan and the inventory number. Items that are non-taxable like jams, jellies and teas need to have NT on the tag as well. Artisans are required to use tags provided by the Artisan Cooperative.
8. **DISPLAY CONDITIONS:** The number of works selected will depend upon the size of work and available space. Display units will be accompanied by a printed name and business description to be displayed in an 8x10 black frame. An artisan biography must also be provided for a variety of uses. The Facilities Committee has the final decision on any display or related issues.
9. **MEETING ATTENDANCE:** All Artisan Cooperative Meetings are open to the public. Artisans are strongly encouraged to attend all Roundtable meetings. Decisions are passed by a majority vote of members present at any given meeting.
10. **INSURANCE:** The Potter County Artisan Cooperative agrees to provide liability insurance pertaining to building use. Artists are encouraged to acquire their own liability insurance through their own broker.
11. **SECURITY:** Although the Artisan Cooperative is located in a secure, protected building, the Cooperative is not responsible for damage, loss or theft from the Artisan Center.
12. **DISPUTES:** Any disputes will be addressed to the Roundtable for resolution. The decision of the Roundtable shall be final.

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\_\_\_\_\_. Date: \_\_\_\_\_  
Signature