

# Visiting Artist Application

Pottery Place Plus  
203 N. Washington  
Spokane, WA 99216  
509-327-6920

Name

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Address

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City/state/zip

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Home phone \_\_\_\_\_ Other phone

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(Please circle the one you want us to use first, the others are in case of emergency.)

Email

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Description of your work or artist statement (attach a separate sheet if necessary):

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Please include 5 professional quality photos or digital images & list below.

	<b>Title</b>	<b>Size</b>
<b>Price</b>		
1	_____	_____
2	_____	_____
3	_____	_____

4

5

You may use this form as a reference to email all of the above info to Nan Drye at **visitngartist@potteryplaceplus.com** with images (less than 500k each) attached. Please direct questions to Sean Stratton 509-432-5385

-----OR-----

Please mail this application and images

**Sean Stratton**  
**345 Southwest State Street**  
**Pullman, WA 99163**

**Questions?**  
**email : membership@potteryplaceplus.com**  
**or call Sean at 509-327-6920**

Include a SASE for return of your materials.

You will be asked to sign a W-9, visiting artist agreement and hold harmless form upon acceptance.

***Pottery Place Plus***  
Fine Craft Made Locally  
203 N Washington  
Spokane, WA 99216  
509-327-6920

## **Hold Harmless Form**

Name\_\_\_\_\_

Address\_\_\_\_\_

City/state/zip\_\_\_\_\_

Phone: Day \_\_\_\_\_  
Evening \_\_\_\_\_  
Cell \_\_\_\_\_  
Emergency \_\_\_\_\_

Exhibition dates from \_\_\_\_\_ to  
\_\_\_\_\_

## Liability Release/Contract

In consideration for the opportunity and privilege to participate in the Pottery Place Plus guest artist program, the undersigned for their heirs and assignees, hereby agree to release and hold harmless the Pottery Place Plus, the Liberty Building and their agents, heirs and assigns from any and all liability arising out of any damage and/or loss or injury to the undersigned or their agents, equipment, artwork, displays or any other art related objects in any way related to the installation of artwork exhibited in the Pottery Place Plus. The undersigned further agrees to release from liability and hold harmless the Pottery Place Plus, the Liberty Building and their agents, heirs and assigns from any and all claims arising out of the undersigned's, or undersigned's agent's, personal injuries sustained, or in any way arising, out of any activities that are in any way related to the installation of work or the exhibition sites. The undersigned further agrees to assume all risks of personal injury sustained while working in any capacity with the Pottery Place Plus or the Liberty Building and agrees to indemnify the Pottery Place Plus or the Liberty Building for any amounts paid to third parties and a result or any claim by the undersigned or the undersigned's agents, heirs and assigns.

All work placed in the shop by the artist will be considered included in the liability release.

The Undersigned understands that any commissions or special orders taken as a direct result of the exhibition at the Pottery Place Plus are subject to the 40% commission on the total price paid by the customer. The Undersigned agrees to abide by all rules in the Guest Artist Information Sheet and Gallery Display standards and shop policies provided. The Undersigned acknowledges that he/she has read this Agreement, understands the full force and effect of this agreement and enters into the same upon his/her own volition.

Signed

\_\_\_\_\_ Dated \_\_\_\_\_  
\_\_\_\_\_

# Visiting Artist Information

This program was developed to help us fill empty spaces while we are looking for people interested in being permanent members in the co-op. An artist interested in this program may want to try out the shop before making the monetary and time commitment involved in belonging to a co-op. If at any time you decide you would like to apply for permanent membership, please let the New Member Coordinator know and they can guide you through the process.

1. The rental agreement for visiting artists is on a month-to-month basis. This agreement is “at will” by both the artist and Pottery Place Plus (PPP). If an artist decides to vacate the space he/she will receive any applicable prorated rent if PPP is given two weeks notice. PPP will give the artist two weeks notice if we need the space for an incoming permanent member and will prorate any rent as necessary. If an artist’s sales exceed the breakeven point for the month (\$156.25 for a one-half space or \$312.50 for a full space) then 40% of sales will be charged with no prorating.
2. The financial commitment is as follows: Monthly rent for one-half space is \$62.50 or 40% of sales, whichever is greater. \$62.50 is paid up front by the first of the month. If sales exceed \$156.25 then 40% of sales will be calculated at the end of the month and any amount owed in addition to the \$62.50 already paid will be deducted from the artist’s PPP sales check.
3. If an artist wants to rent a full space AND the space is available, the monthly rent is \$125.00 or 40% of your sales, whichever is greater. The 40% commission will be applied if sales exceed \$312.50 in a month.
4. Individuals or groups are eligible and are subject to the attached Gallery Standards and shop policies. All work must show an advanced level of handmade craftsmanship and fabrication. As a guideline shop policies 1 and 9 are used regarding pottery with similar comparisons made to other craft. If some items are determined not to meet the standards the artist will be asked to remove them.
5. PPP does not carry insurance to cover loss due to theft or breakage. Every effort is made to protect the shop contents from theft. If something is broken by a customer it is suggested that they either pay the artist or work out some arrangement with the artist. By signing the release the artist understands that the shop is not responsible for loss.
6. In order to cover the shop’s return policy the final check to the artist after the artist has left the shop will be mailed no longer than 30 days after the final sale of his or her work.

## **Shop Policies pertaining to the Visiting Artist Program:**

- Only molds (slip, ram, jigger, slump) which have been designed by the member may be used for work to be display for sale in the shop. The item may be molded by the artist or professionally molded.
- The only exception is the use of commercially prepared tiles or molded blanks in which the surface decoration is the main focus of the piece, i.e., the “blank” is serving merely as a “canvas” for artistic statement. Determination of acceptability is to be made by the Executive Committee or by appeal to the membership.
- Each molded item must be clearly labeled, stating that it is from an original artist mold or a commercially prepared blank. The percentage of molded items or commercial blanks in a member’s display should be no more than 25%. Plain ceramic tile used as a canvas is exempted from this final provision.
- The executive Committee has the sole right to determine minimum prices of goods sold and this may constitute grounds of non-acceptance of a member’s work. Complaints regarding pricing shall be directed to the Executive Committee.
- No member shall have a general “sale” of all or any portion of his/her work without the prior approval of the membership by a simple majority vote.
- All merchandise shall be of first quality and no so-called “seconds”, as the term is commonly understood in the trade, shall generally be merchandised. If a dispute in this matter arises the opinion of the Executive Committee as to what are seconds is final and conclusive.
- “Seconds” are defined as any product that is not well-made, is flawed, and is dangerous for use and otherwise not able to function fully within its context. Also, no toxic materials shall be used in or on the final product which are known to be poisonous or dangerous in any fashion. For purely decorative work where the use of such a product is necessary to produce a desired effect, the piece should be adequately labeled to warn the public.
- Any product which does not function according to a commonly understood function must be labeled accordingly. Example: a raku pot (which does not hold water) made as a vessel needs to be labeled as not suitable for water.

- Pottery which is to be marketed for its specific clay or glaze content, or specialized technique, must be clearly labeled with appropriate information.

## **APPENDIX B: GALLERY STANDARDS FOR DISPLAY**

(Revised 6/16/06)

We are all independent artists who are displaying our art in a cooperative community setting. Therefore these are the guidelines to help keep our shop looking its best over time. When we are successful, we all benefit.

1. Only a permanent architectural divider approved by a vote of the membership may separate artist spaces. Any dividers between spaces must be approved by the Display Committee.
2. Members will keep their displays within the space allotted to them with the exception of the community spaces as described below.
3. Members need to keep displays fresh by:
  - Rearranging their display frequently
  - Rotating out any pieces that have been on display a long time without selling
4. To keep the overall appearance of the shop fresh and interesting to customers, a few members will rotate spaces every six months and adjust their displays as necessary. The Display Committee will collaborate with members in deciding who is to move. Guiding principles for selecting and assigning spaces will be: where the member's work shows best, preferences of the individual member, and any barriers the member's work may present. (For example, work subject to fading would not be located in a window space)
5. When working at the shop all members will "fill holes" in any member's display when they sell any pieces of that member.
6. It is the responsibility of the display committee to coordinate and arrange the community spaces. Works by all members will be equally represented in the community display spaces, unless a community space is being filled by an individual member for a scheduled special display. If a member would like a specific piece(s) in the community spaces, or would like to schedule a special month long display, contact the display committee's main contact person.

7. If a member's piece is sold from an all-member community space, the member on duty will place another item of that same member in the space. If a suitable piece is not available, the member on duty will fill in with another member's work.
8. If they desire, members may seek suggestions regarding their displays from other members, including the display committee members.
9. New member's space and layout will be approved by the Display Committee's new member liaison.
10. To the best of the Display Committee's ability, given the architectural limitations of the shop, all members will be given an equal amount of display space.
11. No standards shall be removed from the walls with out permission of the Display committee chair. If a member is moving to a new space and does not want the standards they must come up with an approved way to cover them.
12. When a member moves from a space it is their responsibility to fill holes, patch paint and clean the space. If the space is a window space this includes the inside of the window and if it is a floor space this includes vacuuming the carpet.