



## Guest Artist Program

The Pottery Place Plus cooperative gallery was founded in 1978. We offer the discriminating buyer a unique venue to acquire locally made fine craft and art. The Guest Artist program is a monthly program designed to offer our regular customers art and craft they might not otherwise get to see while providing another exhibition opportunity to area artists, both individuals and groups.

### Who Can Apply:

1. Individuals both established and emerging.
2. Professional artist groups or guilds and advanced student groups.

### How it works:

1. Each show generally consists of two individual artists or one group and runs for one calendar month. If a single artist wants to apply to rent the entire space for a month they may do so. All single guest artists are at the discretion of the Guest Artist Coordinator.
2. You will be working with a variety of people in our group to make your show a success. Direct all questions to [Guestcoordinator-at-ppp@googlegroups.com](mailto:Guestcoordinator-at-ppp@googlegroups.com). Email is the preferred method of communication. Once this initial contact is made the current Guest Artist Coordinator will contact you.
3. The shows are set up as close to the first of the month as possible and must be set up by the First Friday Reception. Approximately two weeks before the start of your show the display person assigned to set your show will contact you.
4. You are the star of our First Friday Reception! You are required to be there. In the case of groups all members with work in the show must be present at the reception. Come and bring a friend-this is the fun part!

### Costs, Fees:

1. Individuals renting one half the space: \$35.00 fee plus 30% commission  
Groups: \$70 fee plus 30% commission  
Individuals approved to rent the whole space: \$70.00 fee plus 30% commission.
2. All fees are due upon acceptance. You will receive complete instructions with your acceptance letter.
3. You are welcome to leave business cards, brochures and portfolios with your display. Please remember that any special orders generated during the show are handled through the desk and are subject to the 30% commission.

## **Other information:**

- 1. The up front fees go to pay for the printing of your postcard and other expenses involved with the program. The store distributes most of the post cards but you will receive about half for your use. If you can make good use of more, inquire about costs for having additional cards printed.**
- 2. We are responsible for turning in your announcement to the Downtown Spokane Partnership and other media for the First Friday Reception. We need a write-up specific to your show for our newsletter, Facebook, website and the other press releases we send out. We also need a bio and artist statement. Further instructions come with the acceptance letter.**
- 3. Display space: The Guest Artist space is a flexible space located at the front of our store, in the entryway to Aunties Books. We have a variety of display fixtures to display both 2D and 3D works. You may have specialty fixtures you would like to use to display your work. All additional fixtures must comply with the gallery display standards and are at the final discretion of the display person assigned to help you set up. Feel free to ask them about it when they call.**
- 4. The best way to see if you think your work is appropriate for the space is to stop by the shop and ask to see the space before applying.**
- 5. Upon acceptance you will fill out and sign a hold harmless and W9. The W9 is used in the event you sell enough to meet Federal Income Tax reporting guidelines and is needed by our Treasurer. Your information is held securely.**

**Thank you for your interest in the Guest Artist Program and we hope you will apply. Please read the attached application and follow the directions for submitting it. All questions should be directed by e-mail to:**

**[Guestcoordinator-at-ppp@googlegroups.com](mailto:Guestcoordinator-at-ppp@googlegroups.com)**

**If you decide to apply please keep this paperwork for your records.**



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[www.potteryplaceplus.com](http://www.potteryplaceplus.com)

## **Guest Artist Application**

(For Groups provide personal information and images for each group member, designating the main contact person. All other requested information can apply to the Group in general.)

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Website \_\_\_\_\_ Facebook: \_\_\_\_\_

Information is only used to further view your body of artwork and to communicate with you - not shared.

### **Brief Description of work you intend to show:**

Use separate sheet if necessary

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**3 Images of your artwork:** High-resolution 500KB. (For groups, provide images of each group member's artwork)

Description/Title	Size	Price
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1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**List three months (month/year) in the next 18 months when you could participate:**

1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_ 3<sup>rd</sup> Choice \_\_\_\_\_

**What size space do you want?**

Full (taking up the entire Guest Artist space) \_\_\_\_\_

Half (sharing the space with another artist) \_\_\_\_\_

**Please e-mail your application and images to:**

[Guestcoordinator-at-ppp@googlegroups.com](mailto:Guestcoordinator-at-ppp@googlegroups.com)

**Or mail to:**

Guest Artist Coordinator

Pottery Place Plus, 203 N Washington St, Spokane, WA 99201

Revised 9/8/18