# Thunder Bay Arts Gallery Vendor Application

This application sets the terms under which the Vendor may exhibit and sell artwork at Thunder Bay Arts Gallery, 127 W Chisholm Street, Alpena, MI 49707. It covers one 12-month contract period, July 1 through June 30.

## 1. Parties

- **Gallery:** Thunder Bay Arts Gallery, Alpena, Michigan
- **Vendor:** _____ (printed name)
- **Contract period:** July 1, 20____ through June 30, 20____

**Gallery contacts for questions:**

- Teresa Okowit: 586-864-3711
- Paula Christiansen: 989-657-9134

## 2. Artwork Accepted

The Gallery shows a mix of fine art and fine crafts, including painting, pencil, collage, woodwork, ceramics, jewelry, photography, basket weaving, sculpture, furniture and fiber arts. The Gallery is not limited to these media. The Vendor may display only work that has been accepted.

## 3. Application

An applicant must submit samples of their work as photos or files with a completed application form. The Gallery may also require the actual work before accepting the applicant.

## 4. Term and Rent

The Vendor signs a 12-month contract running July 1 through June 30 with Thunder Bay Arts Council. Rent for the contract period is **$65 per month** or **$780 per year**. The Vendor chooses one payment option:

- **Monthly:** $65, due on or before the first day of each month.
- **Annual:** $780, due in full at signing.

If the Vendor joins after July 1, rent is prorated from the start date through June 30.

## 5. Credit Card Fees

The Vendor pays a one-time fee of $25 to Thunder Bay Arts Gallery for the technology that processes credit cards. The Gallery also deducts a 2.75% fee from the sales amount of each credit card transaction.

## 6. Gallery Staffing and Operations

- **Staffing:** The Vendor works approximately two days per month staffing the Gallery. The exact number depends on the number of vendors and the number of days the Gallery is open.

- **Committee or function:** The Vendor also serves on a committee or fills a function of Gallery operations. Assignments may rotate with each contract period.

- **Housekeeping:** The Vendor performs light housekeeping duties on each work day as outlined in the Gallery handbook.

## 7. Vendor Meetings

The Vendor attends vendor meetings.

## 8. Rehanging and Inventory

Every six months, the Vendor changes at least two-thirds (2/3) of their displayed artwork. The Vendor keeps an up-to-date inventory of their work in the SpotOn System.

## 9. Agreement

By signing, the Vendor confirms they have read and accept the terms above for the contract period named in Section 1.

**Vendor**

Signature: _____ Date: _____

Printed name: _____

Address: _____

Phone / email: _____

**Thunder Bay Arts Gallery** _____**Accepted** _____**Denied**

Signature: _____ Date: _____

Printed name: _____Jurying Committee Representative

Signature: ----------

**Once accepted, the new artist will sign a formal agreement/contract with the Thunder Bay Arts Council.**