



Artists' Coop of Mendocino
 Traditional and Contemporary Fine Art
 Since 1988

<http://www.artcoopmendocino.com>
 (707) 937-2217
 P.O.Box 1943, Mendocino, CA 95460

Thank you for your interest in the Artists' Coop of Mendocino. We look forward to meeting you and helping you find out about our organization.

APPLICATION for ___GUEST ARTIST or ___ACM MEMBERSHIP (Check one)

A **Guest Artist** is invited to exhibit work for sale in an available 2D or 3D display space on a month by month basis. If you are interested, check "Guest Artist" above and provide the information requested below.

Becoming a Co-op Member involves a three-month Trial Membership, paying an initiation fee, paying a monthly display space assessment, "sitting" the gallery (about 2 days per month), attending monthly meetings (first Tues pm), and serving on certain committees. A decision to continue by the trial member and a vote by the Board of Directors at the end of the trial period determines full membership status. If the trial member decides not to be considered for full membership, the initial fee is refunded. If you are interested, check "ACM Membership" above and provide the information requested below.

NAME: DATE:

ADDRESS:ZIP:

EMAIL: PHONE: (.....).....

PLEASE ATTACH the following information:

1. Description of your artistic work, including medium(s), style, content, and other characteristics as appropriate. Include a description of your art background, art experience, and/or a resumé. Provide an Artist Statement.
2. Reasons for applying to the Artists' Coop of Mendocino
3. Name of the ACM member or local artist who recommends you, if applicable.
4. A website or CD/DVD with examples of your work.

Information about the application process and our cooperative is available on our web site.
 If you have additional questions, visit our gallery and talk to a member. If you need further assistance, a membership committee member will contact you.

<p>FOR USE by MEMBERSHIP COMMITTEE</p> <p>Reviewed:</p> <p>Action:</p>

ACM Artists: Levels of Participation

Participation level	Member	Trial Member	Guest Artist
Tenure	Permanent	3 month trial	Month by month
Board of Directors (vote, hold elected office, committee chairs)	Yes	No	No
Attend meetings	Yes	Yes	Optional
Assessment Fees (\$11/ft for wall; 3D space varies)	Monthly assessment \$40-\$110 (depends on display space)	One time initiation fee \$250 (in 2 payments, refundable) Monthly assessment \$40-\$110 (depends on display space)	Monthly assessment \$40- \$110 (depends on display space). No assessment for certain featured show participation.
Sales split (ACM/Artist)	20%/80%	20%/80%	30%/70% if renting space; 40%/60% if not renting space in a featured show, e.g., Ekphrasis, Friends.
Display area	Priority choice by seniority	Priority choice by seniority	Space available
Gallery sitting	Yes	Yes	No
Committee service	Yes	Yes, selected committees	No
Support 2 nd Sat reception (attend, contribute food/beverage)	Yes	Yes	Yes

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Path to Membership

Are you an active artist interested in exhibiting your work and becoming a Co-op member? If so, we encourage you to find out about our organization and submit an application.

Our Mission:

The Artists' Co-op of Mendocino is an incorporated for-profit business owned and operated by the members for the purpose of selling members' art.

Suggested Preliminary Explorations:

- Visit our Co-op Gallery to browse the member, guest artist, and monthly featured exhibits. The attendant is a Co-op member. If you don't already have one, you can pick up an Application to be a Guest Artist or Co-op Member and the "Path to Membership" information sheet. You might like to attend our Second Saturday monthly show opening 3:30-7:00 in the gallery.
- Check out our web site <http://www.artcoopmendocino.com>
- Think about your own art and how you might fit into our organization. Identify questions to ask and concerns you have. Consider the logistics of participating in our Co-op, e.g., personal schedule, transportation, art productivity, financial costs.
- You might want to apply to exhibit as a **Guest Artist** before applying for membership. A Guest Artist, if approved, pays rent on exhibit space on a month-by-month basis and has no gallery sitting or meeting obligations.

Suitability for Membership

Whether membership in our Co-op is in your near future is determined by

- the quality of your art;
- the style and content of your art, and medium(s) you use, with consideration of art already featured in our gallery; and
- personal attributes and skills that contribute to the operation of the Co-op.

You might be invited to join immediately or be placed on a "wait list" for future consideration.

Becoming a Member

1. **Submit an Application.** Obtain an Application for Membership online or at the gallery. Use the same form to apply to be a Guest Artist. Phone the gallery if you want an application emailed or mailed to you (707) 937-2217. Submit the form by mail, in person at the gallery, or by email (see information on the application). An online submission option will be available soon.
2. **App Review.** The Membership Committee will review the application and make information available to Co-op members. The Membership Committee Chairperson will contact you. An interview may be part of the review process.
3. **Orientation.** If you are accepted you will be scheduled for an orientation to the gallery and co-op operations and activities, and be invited to become a Trial Member.
4. **Trial Period.** If you accept the invitation to be a Trial Member, you pay half of the initiation fee and begin a three month period for orientation (training) as a non-voting member, but with exhibition space, gallery sitting responsibilities and some committee obligations. At this time you submit an artist's statement and images for your artist's page on the website and biographical information and images for the BioBook. Remember that the trial period is meant for you to "try out the co-op experience" as well as for the co-op to "try you out."
5. **Opting out.** If you decide to discontinue the process within the three month trial period, you receive your initiation payment back free and clear. You may reapply any time in the future.
6. **The vote.** At the end of the three month trial period, the Board of Directors (all the full members) votes whether or not to invite you to be a member with full privileges. If the membership votes to invite you as a "full" member, you pay the remaining half of the initiation fee and assume full responsibilities in the Co-op. If the membership votes not to invite you, you receive a full refund of the initiation fees you have paid. You may reapply for membership, or to be a guest artist, anytime in the future.

Computer Use

Besides communicating at meetings and by telephone, members rely on email and accessing the online Yahoo ACM Gallery Users Group to share information. It is important for each member to be able to send and receive email, and to access files and post on the Yahoo group site. Additional computer skills are useful for certain co-op activities.

How Members Contribute to the Co-op (* indicates optional)

Attend monthly Board meetings
Pay assessment (rent) for member exhibit space
Sit the gallery about two days per month, dependent on month and number of members.
Carry out tasks to maintain the gallery (vacuum, dust, take out trash, etc)
Serve on committees (membership, exhibition, reception, PR, calendar, store, ad hoc, etc.)
Serve as elected officers (president, vice president, secretary, treasurer)*
Keep their artists' pages and biographical information up to date
Participate in the online store *
Curate monthly shows*
Recruit guest artists and new members*
Paint walls and pedestals*
Contribute to Second Saturday reception refreshments
Bring flowers from your garden for the gallery anytime*

Financial Details

1. Commission on Sales

Member or trial member sales: 20% to the gallery; 80% to the artist.
Guest artist (renting a wall space) sales: 30% to the gallery; 70% to the artist.
Guest artist in a featured monthly show: 40% to the gallery; 60% to the artist.
Discount of 10% on purchases of member artworks by a member or trial member. This reduces the gallery percentage not the percentage to the artist. No discounts for guest artists.
Discounts for customers on member art are set on an individual artist basis and recorded in the binder at the gallery desk. Customer discounts reduces the base on which gallery and artist percentages are calculated.
If a buyer arranges to purchase art privately from a member as a result of visiting the gallery, the gallery expects to receive 20% for work seen in the gallery and 10% for other work sold.

2. Display Space Rent

Wall assessments (rents) are based on length of the exhibit space (\$11 per usable foot). Wall spaces are assigned based on seniority and member preferences. 3D space varies by area, e.g., \$75 for 25 sq ft floor space. Artists may change walls, following the assignment rules, when wall spaces are vacated. Artists are encouraged to trade spaces for short periods of time, and by independent arrangement, to refresh the look and feel of the gallery.

3. Initiation Fee

A one-time fee of \$250 is assessed for new members. The payment is made in two installments at the beginning and end of the three month trial period. The fee will be returned if the trial member does not become a full member. After full membership is established, the fee is nonrefundable.

4. Shipping Art

Costs of shipping are assumed by the individual artist: usually a surcharge for shipping is charged on gallery sales. The rate established by each artist is recorded in the binder at the desk.

5. Insurance

The gallery does not have insurance to cover art in the gallery.