



**NEW
ASSOCIATE
CONTRACT**

134 East 5th Avenue
Mount Dora, FL 32757

www.artisansonfifth.com

(352) 406-1000

Effective February 1, 2019

NEW ASSOCIATE CONTRACT

Artisans of Mount Dora, Inc. dba "Artisans on fifth", hereafter referred to as "Artisans", enters into this agreement with the below signed Artist. Artisans agrees to enter into a contract with an Artist, as an Associate, subject to the following terms and conditions:

1. **Bylaws and Governance Policies:** All Artists shall be governed by and abide by the ***Bylaws and Governance Policies of Artisans of Mount Dora Inc.*** The ***Bylaws and Governance Policies of Artisans of Mount Dora, Inc.*** are hereby a part of this contract by reference. A copy of each is always available on the artisansonfifth.com website.
2. **Artwork:** Refer to the ***Governance Policies, Display Guidelines and Rotation Plan and Jury Committee Evaluation and Interview Guidelines.*** The Jury Committee has juried-in the artwork you presented. If you wish to add another form of medium, the Jury Committee must also approve that. Complete an "Application for New Type of Medium to be Considered by the Jury Committee" when submitting new medium. Artists shall exhibit only their own artwork. Artist's artwork must meet the "Jury Committee Evaluation and Interview Guidelines". It must be a unique, handmade, originally conceived by the artist, and entirely assembled by the artist. Artist's artwork cannot be for sale at any other retail establishment in downtown Mount Dora, FL.
3. **Marketing and Display:** Artisans has the final approval concerning any printed materials, verbiage or visual images pertaining to artwork selected for display and sale in the shop. Artists herein give Artisans on fifth permission to use images of their artwork to advertise Artisans on fifth. Artisans reserves the right to determine final selection, number of pieces to be displayed, and/or placement of artwork in the shop.
4. **Outside Exhibits:** Artisans on fifth may present an exhibit at an outside venue. Artist agrees to participate in the exhibits by providing artwork.
5. **Cashing or Depositing Your Checks:** Checks must be cashed or deposited within 90 days of the issue date. If you need to have a check reissued, you will be responsible for paying the "Stop Payment" fee that the bank charges Artisans.
6. **Insurance:** Artisans on fifth does not provide any type of insurance for artwork displayed at Artisans on fifth or at an Artisans on fifth outside exhibit.
7. **Contact Information:** Artists are responsible for keeping Artisans informed of any changes in contact information by emailing the Scheduling Coordinator and Treasurer. Artisans uses email exclusively to communicate with Artists. Artists must have an email address that they access at least weekly.
8. **Breach of Contract:** The causes for expulsion and contract cancellation are outlined in the ***Governance Policies,*** as well as procedures to be followed in case of Breach of Contract.

By signing this contract, I acknowledge that, I have read this document and the ***Artisans on fifth Bylaws, Governance Policies, Jury Committee Evaluation and Interview Guidelines, Inventory Guidelines and Display***

Guidelines and Rotation Plan and agree to abide by them.

Usage Fees and Commission: Associate agrees to submit a check for \$210.00, payable to “Artisans on fifth” and mail to, or put in Treasurer’s mailbox, at 134 E 5th Ave., Mt. Dora, FL 32757 by this date _____.
The non-refundable Usage Fee will be used for operating expenses.

This contract term is from _____ to _____.

Artisans on fifth agrees to act as agent of sale for Artist. **Artisans will deduct a commission of 30% on all artwork sold at Artisans on fifth. The Associate will receive 70% of the sale proceeds. The payment to the Artist shall equal the amount for which the artwork was sold, less the commission and any unpaid Usage Fee.**

Membership in the Mount Dora Center for the Arts (MDCA) is required. Artist/Individual membership is **\$30/year** or Family Membership \$45/year. This is paid separately from the Artisans on fifth membership. There is a separate application form, at <https://www.mountdoracenterforthearts.org/become-a-member/index>.

Hold Harmless: I give explicit permission for my artwork to be displayed at Artisans on fifth and any outside venue chosen by Artisans. I hereby release and hold harmless Artisans on fifth, its officers and associates from all manner of actions, damages or claims arising from the loss or damage to my artwork while at Artisans on fifth. I understand that my artwork must be a unique, original design that is entirely assembled by me. I am the sole legal owner of all rights, title and interest in artwork. I do not and will not infringe on or violate the rights of any other party, including any copyright interests. I agree to indemnify, defend and hold Artisans on fifth harmless from any losses, claims, damages, awards, penalties or injuries incurred, including reasonable attorney’s fees, which arise from any claim by any third party of an alleged infringement of copyright or any other property right arising out of the display of my artwork. If there is an inconsistency between this document and the **Governance Policies**, the **Governance Policies** shall prevail.

Printed Full Name (not Company Name) Your 3-Letter Initials for Inventory:

Mailing Address – Street City Zip

Cell Phone Home Phone

Email Address (Required)

Artist’s Signature Date

Signature of Artisans Associate Receiving Check Date Check No.

ALSO COMPLETE AN IRS W-9 FORM. Get the form from the website. Code for the front door and password for “Associates Only” page of www.artisansonfifth.com website: _____

INFORMATION FOR NEW ASSOCIATES

CONGRATULATIONS on becoming a new Associate at Artisans on fifth. We are very glad to have you join us. This document will provide you with additional information about your membership. If you have any questions, please contact **Maria Hormaza, Jury Committee Chair, at mhormazap@gmail.com or 407-453-2565 or Laura Howell at lhowellphotos@yahoo.com or 571-243-5711.**

This document will provide answers to questions you may have. Also refer to ***Artisans on fifth Bylaws, Governance Policies, Display Guidelines and Rotation Plan, Jury Committee Evaluation and Interview Guidelines, Featured Artist Guidelines, Inventory Committee Guidelines and Cashier Manual*** from the website.

Questions & Answers:

1. Are there any rules I need to follow?

Associates are governed by the Artisans on fifth ***Bylaws*** and ***Governance Policies***, which are part of your contract. All the documents listed above also contain rules and you should read them.

2. How do I get payment for my items sold?

The Treasurer processes checks once a month and they will be mailed to the address on your contract, usually prior to the 10th of the month. Please cash your check promptly.

3. Are there standards I must meet about displaying my artwork?

Refer to the documents listed above for full information. Artists shall exhibit only their own artwork. Artists may exhibit originals, prints, cards, copies, giclée's, or other reproductive forms of their own work. Artist's artwork must be a unique, original design that is entirely assembled by the artist. Artisans provides: jewelry cabinets, shelves, lighting, artist name signs and wall space. All other display items and jewelry boxes/bags are the responsibility of the individual Artist. Hanging artwork must be hung with a hanger appropriate for the artwork. Framed pictures should have picture hanging wire mounted to the frame. Sawtooth hangers are not permitted. If you wish to add another form of medium, the Jury Committee must also approve that. Complete an "Application for New Type of Medium to be Considered by the Jury Committee" when submitting new medium.

4. Will my artwork remain in the same location in the shop, or will it be moved from time to time?

Assigned locations rotate approx. every 3 months. The "Change-out" dates are on the Work Schedule on the website. It is the responsibility of the Display Committee to determine the location of your artwork and display it effectively. Do not move it. When you bring in new artwork, display it in your allocated space. Some of your artwork may be placed in the front window. The artwork may also be displayed at an outside venue that Artisans sponsors. Refer to the "Display Guidelines and Rotation Plan".

5. Is there a place to store "backup" artwork to be put on display when another item sells?

Yes, there is storage for "backup" wall art in the back room. Jewelers may be assigned a bin for storage of boxes and "backup" jewelry.

6. How do I get scheduled to work in the shop?

You are required to work a 7-hour shift in the shop 12–18 days during the 6-month period, i.e. 2-3 days per month. You are expected to be at Artisans on fifth during normal business hours, which are shown on the website www.artisansonfifth.com. Note that Artisans is open some evenings for special events and if assigned to work, the work shift will be shorter than 7 hours that day. The calendar is prepared for a 3-month period. Prior to that, you will be asked by our Schedulers which dates during the 3 months you cannot work.

To get scheduled on the current work calendar, contact Anne Bulmer at abulmer3506@gmail.com or call 352-242-5388 as soon as you've signed this contract. The Scheduling Committee will consider your availability and fit you into the existing calendar

7. What do I do if I can't work on one of my assigned days?

After the final calendar is published to the website, if you can't work on one of your assigned days, contact another Associate and ask if you can exchange days with them. It is your responsibility to find a replacement. After you have agreed with another Associate to change dates, email the Scheduling Committee so the calendar can be updated at least 48 hours in advance of your work shift.

8. Where do I find the work calendar so I can see when I am scheduled to work?

You can always find the current calendar and contact list on the www.artisansonfifth.com website under the "Associates Only" page. The password for that will be given to you on the last page of your contract. There are also some Associates (noted on the Contact List) that will work for you for \$50/day.

9. How do I make wall cards for wall art?

See the **Cashier Manual** that is at the Cashier Station.

10. How do I get my biography and pictures of my artwork on the website and in the Biography Notebook in the store?

Artisans may use images of your artwork to advertise for you and Artisans on fifth. As a new Associate, you must email the Webmaster: 1) a short biography in Word format, 2) at least 8 .jpg digital files showing pictures of your artwork, 3) your contact information i.e. phone and email address if you want it on the website, 4) a .jpg picture of yourself. As you create new works of art, send the .jpg files to the Webmaster so the website can be kept current and provide good advertising for you. You must add your biography and a supply of business cards to the Biography Notebook in the store.

11. What information is on the website that I will need to refer to?

At this point, you should have already printed and read all the documents on the "Apply as an Associate" page. The website (www.artisansonfifth.com) also has a page called "Associates Only". The password will be given to you in your contract. Most of this information is also in the **Reference Manual** at the Cashier station. You can find the following in that section of the website:

- a. Volunteer Schedules for working at the store (updated periodically)
- b. Contact List of Associates and Consignors

- c. Committee List and Job Descriptions for each
- d. Forms
- e. Parking Permits to park in the space behind Artisans
- f. News from the President
- g. Board of Directors Meeting Minutes
- h. General Meeting Minutes
- i. All the documents listed here and other information as needed

12. Is a parking permit required when working at the shop?

If you park in the Artisans parking spot behind the building while you are working, you must have a parking permit, or you may be ticketed. It can be found on the website in the “Associates Only” section. This is only to be used when working at Artisans. Be aware that there is 4-hour parking on the main streets in downtown Mt. Dora. It’s best to park in our designated space behind the shop. Two cars will fit in the space.

13. How will I be trained to work in the shop?

You will be working with an experienced Associate the first few times you work, then you will most likely be working alone. Refer to the **Reference Notebook** and **Cashier Manual** in the shop.

14. How do I get my items into the Inventory System?

See the **Inventory Committee Guidelines** and the Inventory Entry Form posted on the website.

If anything in this document is inconsistent with the **Governance Policies**, the **Governance Policies** shall prevail.