

## MAC Center for the Arts Exhibiting Policies

The MAC is an art collaborative and each member of our organization is expected to work for the benefit of all. To exhibit your work at the Center, please submit a completed application, a check for your membership fee and 5 – 7 examples of your current work for review by either the Gallery or Handcrafts Committees. Once you are approved for membership you will be asked to submit a short artist's statement to be displayed with your work. Exhibiting members are entitled to one display space per category of work, size to be determined by the Center's Creative Director based on space available.

### Visual Art (Paintings, Photographs, Mixed Media)

- All work must be original. Copies or prints must be marked as such. All artists need to comply with copyright laws. If your work is a copy of, or is derived from another artist's work you must include the other artist's written permission on the back of your piece. If your art is influenced by or references a famous artist's work you must acknowledge that either in your title or on the back of your piece.
- All work must be for sale. When a painting or photograph is sold you will be notified so that you can replace the piece as soon as possible.
- Gallery Ready - All works for hanging must be 'gallery' ready and suitably framed, wired and matted (where appropriate). Unprofessionally presented work will not be hung. You may display additional matted original work or prints in a rack under your display and greeting cards or your work in the card section of the gallery.
- Changeover – All work should be replaced at changeovers. You may re-exhibit visual art that has been out of the Center for at least one quarter. Your new work must be at the Center on or before 10:30 AM on the changeover date each quarter. If this is not possible, please make special arrangements with the Gallery Committee. Please notify the Gallery Committee one week prior to changeover if you are not planning to display work. You must also update your Center Inventory Sheet and fill out a MAC wall card (supplied) for each item you are displaying.
- Hanging - The Gallery Committee will arrange and hang all artwork. Once your work is hung by the committee you may not add items or change your display unless you are replacing an item that has sold. Not all works submitted will necessarily be hung. The committee recommends that you display one or two large pieces or three to four smaller pieces with a minimum size of 11" x14" preferred.

### Handcrafts

The Handcrafts Committee looks for work that demonstrates creativity, a clear personal vision, good design, innovation, originality and marketability while employing a high standard of workmanship and materials. The committee gives priority to new work that is different from or complementary to work currently on display. Our goal is to achieve a balance of media while maintaining a level of excellence of which all members can be proud. Work that will not be considered for display includes items made from commercial kits, patterns or molds; reproductions of patented or copyright-protected designs, with the exception of the craft person's own work and traditional or historic

patterns; work that indicates incomplete finishing details; manufactured or found objects or non-handcrafted parts, unless they're an integral or minor part of the finished product; jewelry assembled from purchased components; clothing or work in fabric that has not been designed or sewn by the crafts person, unless either the finished product is unique and transcends the purchased product or found objects or they are an integral or minor part of the finished product. Handcrafters are assigned their area and can set up their own display. Because of the quantities involved, handcrafters are not required to replace all their items at changeover times. However, handcrafters are encouraged to 'refresh' their displays frequently. Occasionally, all handcrafts are moved to new locations to give the Center a fresh look.

## **Referrals**

Referrals are a direct result of having work displayed in the MAC Center. Regular commissions are due MAC from the exhibitor when a sale is made through a referral from MAC. This would be the same as if a customer purchased from MAC. This includes any and all sale transactions, including bartering or trading, and all sales at a MAC educational event. A commission is due only on the first order of any one item. The exhibitor takes the order directly from the customer and assumes full responsibility for the transaction and sales tax. We depend on the integrity of the exhibitor to determine if a referral is due to MAC and to send the payment promptly.

## **Credit/Debit Card Purchases**

Members will have 5% deducted from their sales when a sale is paid for with a credit or debit card.

## **WORKING MEMBER POLICIES**

### **Every Working Member**

1. Must contact LaDonna Dunn to schedule an orientation session in which you will become familiar with the work of other members and learn Center procedures.
2. Must work at the Center one full-day shift or two half-day shifts per month.

### **Scheduling Shifts**

1. Sign up for your shifts at least one month in advance. You may schedule shifts as many months in advance as you wish. Early sign up gives you a greater choice of dates and times.
2. Schedule yourself for an open shift before doubling up with another member.
3. If you do not have access to MAC's online calendar, you may phone or email Mary Michelli to schedule your shifts. Please do this well in advance.

## **If You Cannot Work Your Scheduled Shift**

1. For shifts two or more weeks away, you may reschedule yourself for another shift. Be sure to make the changes on the calendar or through Mary Michelli.
2. If your scheduled shift is less than two weeks away, either arrange with another member to switch shifts with you or arrange to pay another member to work your shift (rates: \$15 for half day or \$30 for full day). Make the changes on the calendar and report them to Mary Michelli.

## **Shift Definition**

1. Half Day Shift is either 10 AM - 1:30 PM or 1:30 PM – 5 PM
2. Full Day Shift is 10 AM – 5 PM (No breaks. Bring your lunch, snacks and something to drink.
3. Sunday shifts - which occur only during our busy selling periods of July, August and December - are voluntary and do not count towards your staffing commitment.

## **Extreme Emergencies**

If at the last minute you cannot work your scheduled shift, report your situation to one of the individuals listed below. **Call until you reach someone.** Do not rely on voicemail or email messages.

## **Contacts**

Mary Michelli – Staffing Coordinator  
(802) 766-3021 or [MaryMichelli@artlover.com](mailto:MaryMichelli@artlover.com)

LaDonna Dunn – Orientation and Training Coordinator  
(802) 673-9001 or [dialladonna@yahoo.com](mailto:dialladonna@yahoo.com)

Sydney Stevens – Corporate Secretary  
(802) 334-7593 or (603) 494-6096 (cell)

Jennifer Hopkins, Treasurer  
(802) 334-9131

If you need to switch shifts or ask someone to work for you, these members may be able to help.

LaDonna Dunn	673-9001	<a href="mailto:dialladonna@yahoo.com">dialladonna@yahoo.com</a>
Paula Graveline	334-4588	<a href="mailto:antevasinart@comcast.net">antevasinart@comcast.net</a>
Mary Brenner	744-2440	<a href="mailto:rwmabrenner@pshift.com">rwmabrenner@pshift.com</a>
Bonnie Nash	766-2105	<a href="mailto:dnash@sover.net">dnash@sover.net</a>
Mary Liz Riddle	525-3224	<a href="mailto:marylizriddle@msn.com">marylizriddle@msn.com</a>
Sydney Stevens	334-7593	<a href="mailto:sydney220@hotmail.com">sydney220@hotmail.com</a>

### **Special Circumstances**

1. **Snowbirds** – If you wish to maintain working member status while away, arrange with someone to restock your work and cover your shifts while you're gone. Complete "Special Staffing Agreement" form (available at MAC) and provide a copy to Mary Michelli before you leave for the season. The form explains the responsibilities of both parties to the agreement.
2. **Staffing Commitment Not Met** – A 50% commission rate will apply to your sales in any month in which you do not meet your staffing commitment.
3. **Not Working & Not Selling** - The Board of Directors reserves the right to reduce the size of a working member's display space if the member ceases to work shifts, has no sales over a 3-month period and does not pay the non-working membership fee.