



Lumberyard Arts Center Boutique

~ Guidelines for Submission of Work ~

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July 3, 2020

I. Lumberyard Arts Center (LAC) Mission

The Lumberyard Arts Center, Inc. is the cornerstone for visual and performing arts in our community. We enhance the quality of life in a unique and historic gathering place in the heart of downtown Baldwin City by offering classes for children and adults, gallery exhibits, an arts boutique, community events and a public and private events venue.

II. Purpose of the Lumberyard Arts Center Boutique

The Boutique complements the Lumberyard Arts Center's mission by

- Supporting artists through a retail outlet that promotes artist visibility and is of economic benefit to them and Baldwin City.
- Providing a venue of local art for purchase by the LAC visitor.
- Creating a revenue stream to support the projects and activities of the LAC.
- Providing workplace experience to Baker University and USD 348 students.

III. Boutique Submission Process

Who may submit work?

Area artists (within 20 miles of Baldwin City, see Figure 1) are preferred. Exceptions may be made, depending on circumstances related to the needs of the boutique at any given time. The artist has a choice of three ways to engage with the LAC¹:

- become a member.
- provide a demonstration of work to the public at a mutually agreed day/time with the Lumberyard Arts Center staff (3 hours, total).
- serve as a greeter in the boutique (3 hours, total).

What type of work can be submitted?

Unique, well-made art. Some examples are: Note cards, Original art and prints, Art prints, Photography and prints, Glass, Pottery/Ceramics, Handmade jewelry, and Art textiles. Art must be ready to display or packaged for sale.

How do I apply?

Fill out application form at the end of this document and include the following:

- Attach 3 digital images of your work.
- Provide a brief biographical sketch or artist statement (one paragraph).
- Include a brief description of your work (a link to social media where your work can be found, if available).
- Description of media type used.
- Complete inventory form including total price of each item. (The LAC Boutique commission rate is 75% for the artist and 25% for the LAC. The LAC will pay all sales tax from its portion.)

¹ We ask artists to engage in at least one of these activities. Artists are always welcome to engage in multiple ways.

- You will be contacted by email approximately 30 days prior to the end of the quarter whether or not your work is accepted.
 - **Quarter 1 (January, February, March)**
 - Deadline to receive submissions: November 15
 - Artists notified by: December 1
 - **Quarter 2 (April, May, June)**
 - Deadline to receive submissions: February 15
 - Artists notified by: March 1
 - **Quarter 3 (July, August, September)**
 - Deadline to receive submissions: May 15
 - Artists notified by: June 1
 - **Quarter 4 (October, November, December)**
 - Deadline to receive submissions: August 15
 - Artists notified by: September 1

What is the selection criteria?

The selection process is both subjective and objective with submissions evaluated based on the following criteria by the Boutique Committee:

- Uniqueness
- Quality
- Fit with our target audience of Baldwin City residents and visitors to Baldwin City
- The retail prices of art may be taken into consideration, though a range of retail prices is not formally set
- Size of item (i.e. Will it fit in the limited Boutique space?)
- Artist's sales history

What happens when my work is accepted?

- A member of the LAC Boutique Committee will contact you by email within two weeks whether or not your work is accepted.
- A mutually agreeable time will be set for you to bring in your work, if accepted.
- Leaving business cards with your work is encouraged.
- A federal W-9 form is required. The Committee member will provide the form and help you fill it out.
- Review and finalize the inventory sheet.
- Complete, sign and date the agreement.
- You will receive end of month statements.
- If a work sells you will receive your portion of the proceeds approximately two weeks following the end of the quarter.
 - **Quarter 1 (January, February, March)**
 - Check to artist available April 15
 - **Quarter 2 (April, May, June)**
 - Check to artist available July 15

- **Quarter 3 (July, August, September)**
 - Check to artist available October 15
- **Quarter 4 (October, November, December)**
 - Check to artist available January 15
- It is your responsibility to restock items as needed.

What happens when I bring in my work?

- Work will be accepted for three months (extensions may be given).
- Exhibiting artist assumes all responsibility for the safe transportation of all artwork, including insurance (if desired). LAC does not hold an insurance policy.
- Any items that do not sell must be picked up within two weeks following the end of the quarter.
- Any items left after that date become the property of the LAC. The LAC then reserves the right to use or dispose of any remaining artwork.

**IV. Application for Consideration
Lumberyard Arts Center Boutique**

Your Name:

Address :

Street

City

State

Zip

Email

Website or other social media where work is shown:

A brief biographical sketch or artist statement (include your hometown, training/experience):

A brief description of your work (attach additional pages if needed):

Type of media and dimensions (if submitting more than one item list each):

Price of each item. (The LAC Boutique commission rate is 75% for the artist and 25% for the LAC. The LAC will pay all sales tax from its portion) **Sales History** - If applicable, other places where work has been displayed or sold.

Attach three digital photos of your work

Send this application to: Jeannette Blackmar, Lumberyard Arts Center, PO Box 523, 718 High Street, Baldwin City, KS 66006

You will be contacted by email approximately 30 days prior to the end of the quarter whether or not your work is accepted.

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 - Deadline to receive submissions: November 15
 - Artists notified by: December 1
- **Quarter 2 (April, May, June)**
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 - Deadline to receive submissions: August 15
 - Artists notified by: September 1

V. Acceptance of this Agreement (to be signed if work is accepted)

Artist Signature _____ **Date** _____

(if filled out electrically your typed name will serve as your signature)

Print name _____

Lumberyard Arts Center Boutique _____

Duration: Start Date: _____ **End Date:** _____

Work will be picked up on this date _____

The Lumberyard Arts Center will retain 25% of the retail selling prices, the artist will receive the remaining 75% of the sale. The LAC will collect and remit appropriate sales tax for art sold in the Boutique.

I will engage with the Lumberyard in at least one way:

_____ I will become a member.

_____ I will provide a demonstration of work to the public at a mutually agreed day/time with the Lumberyard Arts Center staff (3 hours, total).

_____ I will serve as a greeter in the boutique (3 hours, total).

Publicity: It is understood that the object lent to the Lumberyard Arts Center Boutique may be photographed and reproduced in LAC publications and for publicity purposes directly connected with the Boutique including using images on the arts center website and social media.

Send this form and attachments to:

Mail to: Lumberyard Art Center, PO Box 523, Baldwin City, KS 66006

Email to director@lumberyardartscenter.org

Figure 1. Twenty mile radius around Baldwin City that defines preferred artist.

