



**Arts and Crafts  
Cooperative Gallery  
Artist Guide**

**2017**

ACCI Gallery  
1652 Shattuck Avenue  
Berkeley, CA 94709  
Tel (510) 843-2527  
[www.accigallery.com](http://www.accigallery.com)

**Current gallery hours:**  
Sunday-Saturday 11:00 to 6:00  
Sunday 12:00 – 5:00

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*Thanks go to member Louise Forbush, Lucinda Page, Angie Garberina, and Tedi Siminowsky for preparing this manual\*

Dear Artists,

On behalf of ACCI and its Board of Directors, we would like to welcome you as an active Member or Associate\* to this thriving arts and craft cooperative. ACCI has a long tradition of promoting, displaying, and selling the finest original crafts and artwork from local artists. We are happy you have joined our organization.

As an artist community, ACCI works together to install exhibitions and events, creating a mutually supportive arts community where everyone grows and thrives. Our mission is to continue to present for sale work that is original, exciting, fresh, intriguing, eclectic, and of the highest quality. We look forward to your participation in this creative, cooperative venture.

Please take the time to thoroughly read through the attached ACCI Artist Guide, which explains the policies and procedures for Members and Associates. It introduces you to gallery staff, explains how to bring in and record inventory, outlines the membership terms and fees, and explains how to fill out gallery forms. Please read the guide before attending your new member orientation. At that time, a Membership Committee representative will go over your initial inventory with you and help you fill out the inventory form.

We hope your involvement with ACCI Gallery proves to be a rewarding one in every way! Remember that the gallery is your gallery. If you think of ways to promote business, attract new customers, network, or add value to the gallery, please let us know.

Sincerely,

The ACCI Board

\*Members hold a share in the corporation, perform work hours, vote and receive a higher sale percent than Associates

# **1. ACCI HISTORY**

The Arts & Crafts Cooperative, Incorporated (ACCI) was started by a small group of artists and craftsmen in the mid-1950s and was incorporated in 1959. Originally, sales of arts and crafts were held once or twice a year in the University Avenue Coop meeting room. In 1960, the Shattuck Avenue Cooperative opened and ACCI moved into a nearby building at 1652 Shattuck, a building we still occupy, and, as of 1976, own. It is located in the heart of North Berkeley surrounded by world-renowned restaurants and high-end shops.

The handsome brick building, formerly a French laundry, has been extensively remodeled and renovated over the years to provide a functional, well-lighted space for displaying a wide range of work by member artists, including ceramics, glass, jewelry, photography, textiles, sculpture, paintings and other fine art. We have continued to attract first-rate member artists, and the clientele has come to look upon ACCI as a place to find fresh, unusual, distinctive work of the highest quality.

Originally an all-volunteer organization, ACCI now has a paid staff that includes a gallery coordinator and several part-time sales and display staff. We still could not do what we do without the thousands of hours put in by hundreds of artist members and community members over the years.

In joining ACCI, you become affiliated with the oldest arts and crafts cooperative west of the Mississippi.

## **2. BECOMING A MEMBER/ASSOCIATE**

### **2.1 MEMBERSHIP DUES AND AGREEMENTS**

Once again, we welcome you to the ACCI artists cooperative. You have been juried into the gallery as an artist in your particular medium/category. If you wish to show another type of work, you must submit work to an informal jury. This guideline is to ensure that the originality and quality of the art and crafts we offer remain high.

All new artists (Active members and Associates) are considered probationary for the first full year of their membership. The year end review considers the ongoing quality of the work, its salability, member conduct and any other related issues. For the same reasons, artwork may be reviewed every few years. Termination of any membership will be at the discretion of the Board.

New artists are asked to fill out the ACCI Artist Contract. The first page asks for basic information. It also asks you to list skills you can offer to the gallery to fulfill your member hour requirements if you chose to be an active working member. The second page is the Artist agreement, including your fees and hours. Read through this Guide completely before completing the contract so you understand how things work and what the benefits and responsibilities are in joining ACCI.

The Artist fee for each year is \$175. The initial administrative fee is \$30. Members buy a share for \$10.

ACTIVE MEMBERS also agree to work 30 hours each year (subject to change on a yearly basis). Members who are unable to fulfill any agreed-on hours by the end of the fiscal year (September 30), are billed at \$15 per unfulfilled hour. All hours must be fulfilled or paid for before members can renew their membership for the following year. Our arts cooperative cannot succeed without all of its membership contributing either hours or dollars, and we thank each artist for their particular contribution. Members also purchase a \$10 share in the corporation.

ASSOCIATES do not purchase a share nor do they owe works hours or vote. Fees and hours are prorated for artists joining partway through the year.

The Artist Contract is attached.

\ **SUMMARY OF MEMBERSHIP DETAILS**

<b>ACCI fiscal year</b>	October 1st through September 30th
<b>Annual membership dues</b>	\$175 (prorated if artist joins later in the year)
<b>Cost of Coop share for ACTIVE MEMBER</b>	\$10 (one-time fee)
<b>Administrative fee</b>	\$30 (one-time fee)
<b>Gallery/Artist split</b>	Members 55/45    Associates 50/50
<b>Probationary period</b>	New Artists are considered probationary for one year.

<p><b>Annual member work hours or Payment in lieu of hours</b></p>	<p>30 hours (includes a required 3 hrs on one Sunday shift per year.)</p> <p>(Both are prorated if a member joins later in the year.)</p> <p>Members are billed \$15 per hour for any unfulfilled hours at six months and year end.</p>
<p><b>Artist renewal</b></p>	<p>By end of September 30 (or upon joining ACCI) (Member work hours must be fulfilled or paid for before members can renew.)</p>
<p><b>Late renewal penalty</b></p>	<p>A \$50 penalty applies if payment is received after September 30th.</p>
<p><b>Lapsed membership</b></p>	<p>If you rejoin within 1 year, no jury is required. If you rejoin 1 to 2 years, an informal jury is required. If you rejoin after 3 years, re-jurying is required.</p>
<p><b>Referral fees</b></p>	<p>If you receive a referral from the gallery, you are expected to pay ACCI a referral fee of 20% of the retail price.</p>
<p><b>Artist discount</b></p>	<p>You receive a 20% discount on purchases at ACCI, taken out of the gallery commission, not the artist's.</p>
<p><b>Insurance</b></p>	<p>Artists should retain their own property insurance, as ACCI policy does not cover individual art except for theft or breakage during the initial 6 months it is in inventory. <b>ACCI is not covered in the event of an earthquake or other natural disaster.</b></p>
<p><b>Artist meetings and communication</b></p>	<p>Held periodically in the gallery. Artists are notified by email. These meetings are forums for Artists to discuss gallery activities and operations, and present new ideas about the gallery. Members have a voting voice.</p> <p>Email newsletters are sent out monthly and other announcements as needed. All are important. PLEASE READ</p>

## **2.2 TRACKING YOUR INVENTORY**

Tracking inventory is one of the most crucial things we do at the gallery. We need to track each piece of art over time and then credit each sale to the correct artist. For our system to work, artists must understand the barcode system, how to fill in the online New Inventory Form when bringing in new work, how to label artwork, and what to do when removing work. All this is explained in the paragraphs below.

Section 6 at the end of this Guide contains copies of the three inventory forms: New Inventory Form, Inventory Removal Form, and Fine Art Inventory Labels. Digital version of these forms will be emailed to you so you can print them out as needed. Additional hard copies can be obtained from the gallery.

### **Barcodes**

We track every item in the gallery (or group of similarly priced smaller items) by creating and affixing a unique barcode to each piece. This barcode tells us whose piece it is, the month it came into the gallery, and which specific item it was on the artist's inventory form (and therefore its price). This barcode ensures that we can track each piece over time, and that upon sale, we can credit the sale to the appropriate artist and get a check out to you the following month.

### **Bringing in New Work**

The following is a detailed explanation of the inventory process. It may seem confusing at first but you will quickly learn the system.

Before bringing in new work you must fill out the online inventory form (found on the members page of ACCI website) and email it to [inventory@accigallery.com](mailto:inventory@accigallery.com). The staff prints the barcodes within 3 days and notifies you when they are ready to be affixed to your work .

We ask that you call the gallery to schedule a day and time to bring in your inventory. We want to avoid crucially busy days and allow enough time so staff is not pulled away from helping customers. Customers always come first.

When you bring new work to the gallery, you need to follow a 4-step process:

- Fill in a online New Inventory before coming in to the gallery. Receive notification from staff that labels are printed. Set up time to come in.
- Take work directly into the back inventory room when you first come into the gallery. DO NOT place your work on the sales counter.
- Affix a Inventory label to each piece of artwork.

Have a staff member sign in the work.

New artists will be assisted with the inventory process during orientation.

**Filling in the New Inventory Form.** You need to fill in a fresh New Inventory Form (attached) each time you bring work to the gallery. Instructions are provided on the form. Shown below are several examples of different types of art that might be brought in and how they would be recorded on the form.

As indicated, you need to fill in the code letter of the input month, consecutive item number, quantity (several similarly priced items), brief description or title, and retail price. Month codes are 01 to 12 correspond for the months January through December, which is indicated on the form. As you can see, if you have similar small items at the same price, you can group them together. This saves you and the gallery a lot of time.

Examples:

Month Code	Con-sec. Item #	Quantity	Title and/or Brief Description	Retail price	Office Use
11	08	1	Sunset, abstract collage on clapboard	\$ 850	
11	09	1	Poppies, framed watercolor & collage	\$ 700	
11	10	3	Small glass bowls, various colors	\$ 30 each	
11	11	6	Ceramic square plates, Shino glaze	\$ 40 each	
11	12	3	Silver bracelets, wavy bangle	\$ 110 each	

PLEASE NOTE: Item numbers run CONSECUTIVELY, beginning with 01 and continuing to 999 as long as you remain with the gallery; do NOT start with 01 each month (a very common error). If your last New Inventory Form ended with Item #13, begin the next New Inventory Form with Item #14, even if it's been six months since you brought in new work. To know the right number, you must photocopy your last New Inventory Form before you leave home, or ask a staff member to copy it in the office before you leave.



If you arrive with new work without a form and without your last consecutive number, it will take time for the staff to look up your files, so please have patience as they help customers first.

You may think that this is a simple thing, but very frequently people fill in the forms incorrectly, leaving off their name, restarting the numbering from 01. This can result in your piece having the wrong price or title, or getting lost in the tracking system. PLEASE try to double-check your work when filling out the inventory form.

Labeling 2-D fine art There's a set of Fine Art Inventory Labels included in Section 6. Fill in one label for each piece, cut it out, and affix it to your artwork.

**Presentation.** All 2-D work should be framed, properly wired, and ready to install. Sawtooth frames are NOT acceptable; framed work must have wires for hanging. Paintings on canvas do not need to be framed, but sides must be "finished." This could mean that the edges are clean and white, are painted, or that the artist intends for the edges to show some of the creative process, i.e., drips, runs, stains, etc. The latter is allowed if it is considered intentional. The gallery makes the final decision. Where appropriate, professional mats should be included and be of uniform size and color.

### **Removing Inventory**

If your work has not sold within 6 months, it must be removed from the gallery and replaced with fresh work. 2-D artwork must be replaced within 3 months. Remember that after 6 months, the work is NOT covered by gallery insurance for breakage or damage.

It is equally important to track any removal of inventory. You'll find a special blue\*\* Inventory Removal Form in Section 6. Prepare the form ahead of time if possible. Once again, instructions are found on the form, but on the next page is an example of a filled-in form. It includes your member number, the month code when you originally brought it in, original item number, quantity, title or brief description, and price. You also must peel off the barcode from your work and affix it to the last column.

Don't forget to have a gallery staff member check out your work and sign the form BEFORE packing up your pieces. They should make sure that the form has all the required information.

Example:

	Member #	Orig. Mo. Code	Orig. Item #	Quantity	Title or Brief Description	Price	Stick Barcode Label Here
1.	3039	11	01	1	Sunset, abstract collage on clapboard	\$850	
2.	3039	11	06	1	Back Roads, giclee print	\$350	
3.	3039	11	07	1	Spring Garden, watercolor	\$400	

\*Artists removing inventory may use barcode label in place of ‘Member #, Orig. Mo. Code, and Orig. Item #’ columns, if and only if label is in good condition, it clearly displays numbers, and artist places it neatly on the sheet.

## 2.3 SALES

Many thousands of dollars worth of inventory is sold every month at ACCI by the dedicated sales staff. The split of these sales for ACTIVE MEMBERS is currently 55% to the artist and 45% to the gallery, ASSOCIATES split is 50%-50% (subject to change on an annual basis). All these sales are tracked by the bar code system.

When work is sold, checks are mailed to artists by the 15<sup>th</sup> of the following month, along with a detailed list that shows sales date, member number, 3-part bar code, description, quantity, and price. These records allow you to check off what things have sold so you always have a clear idea of how many items you have in the gallery. Most members find it handy to keep a binder or folder with copies of all their inventory forms and sales records.

If a work over \$300 is sold, a staff member will try to call you to let you know. You can discuss with them whether you should bring in a replacement piece. It isn't practical to make calls for pieces sold under \$300. Read the detailed statement you get each month and decide yourself whether you want to bring in additional inventory.

Please note that pricing should remain consistent for your work whether it's in the ACCI Gallery, other galleries, your website (which ACCI is linked to), or other venues. This is particularly important for venues in the East Bay.

## **2.4 ACTIVE MEMBER WORK HOURS**

Our arts cooperative could not succeed without the many hours of help provided by its members. The active member also benefits by getting to know ACCI staff and fellow artists, gaining or honing skills in display, marketing, and sale of artwork, and knowing they're contributing to the success of the cooperative.

Each member agrees to work 30 hours per year, 15 hours by the end of 6 months and 15 by the end of the year. Members who do not fulfill required hours by the end of the fiscal year (September 30), will be billed at \$15 per hour. Work hours are subject to change.

### **Ways to Fulfill Your Hours**

Committees perform the major work of the gallery. The contract lists the committees, e.g. membership, display, events, facilities. Each member joins a committee. Each member, as part of the 30 hours, must do a 3 hour Sunday sales backup shift. Contact the front desk to arrange for your Sunday assignment. Another member responsibility is to occasionally serve on a jury committee. The jury committee will contact you. Say YES.

### **Requests for Members' Help**

The gallery sends out emails to members when help is needed for specific tasks or events. If you can help on that day, please send back a quick note and fulfill your hours early! Also, look on the online members page for special projects.

### **Recording Your Hours**

Members record work hours on the online tally sheet found on the members page of the website. The membership committee notifies members at the end of 6 months and 1 year, if work hour commitment has not been fulfilled.

## **2.5 PROMOTIONAL MATERIAL**

ACCI is interested in promoting and selling your work. To help us do that, we need information from you in several forms. Some of it will be made available to customers in the gallery; other materials will be used to promote special shows, create press releases, provide information for newsletters, etc.

As we all know, creating the artwork is only part of any artist's job. Getting out the word, marketing the art, and selling it also need to be done and that's what we do, with your help. All members are required to provide the gallery with the following information:

- \*Digital images of your artwork on CD, both low and high resolution
- \* Short blurb about you and your work on CD, 100 words or less
- \* Website address if you have one (with reciprocal link to ACCI)
- \* Instagram and/or Facebook Address if applicable

Please email all this information to the gallery within 2 weeks of joining to [accimembers@gmail.com](mailto:accimembers@gmail.com). For the most efficient handling, send all of the items in one email. Remember, there are more than 100 members and only a few staff. Following are a few more details about what to send.

### **High-Resolution Digital Images**

We need 1-4 color digital images of your work in postcard size (4"x6" or as close as you can get to that) at 300 dpi/ppi. The images should be saved in JPEG format. These will be used in a variety of ways: on ACCI's website next to your name, in electronic form for show announcements, and in postcards. If you do not have digital images of your work, the gallery can provide you with a list of service bureaus that can create some for you. One is the minimum required, but you can send up to four.

### **Short Blurb on You and Your Work**

Your blurb should be no more than 100 words and should be submitted in a Word document or Text Editor program. Ask sales staff to see examples from other artists. Bios over this limit may be cut off from printing limitations, so don't risk sending something longer. Name your file: MyLastName-Bio, and if you are creating graphic or text files on a Macintosh, please include the extension on the file like this: filename.jpg or filename.doc or filename.txt. These short write-ups are handed out to customers when individual items are sold

### **Photo of You**

We need a headshot of you at 300 dpi and 2 inches square. This will be used both in print for the artist cards given to customers, and for a digital artist catalogue that is currently under construction. The catalogue, once it is completed, will sit at the front counter and be available to all customers coming into the gallery. The small artist cards will print your photo at less than 1 inch square, so please choose the right photo and crop accordingly. Name your file: MyLastName-Portrait.

## **Low-Resolution Digital Images**

Please include in 1-4 low-resolution photos at 72 dpi for use in the digital catalogue mentioned above, and the ACCI website. The longest dimension of the images should be 200 pixels. If your work is listed in more than a single medium, provide additional photos of different types of work. Name your file MyLastName-WebPhoto.

## **Website Address**

Please give us your website URL so we can link your name in the artist list on the ACCI website to your website. In addition, please link ACCI to your website for some beneficial cross-promotion. Remember that promoting the gallery means helping to sell your work!

## **Other Cross-Promotional Ideas**

Many other ideas could help establish you as an ACCI artist while expanding ACCI's customer base and pool of supporters. Here are just a few ideas:

- \*Attend events and exhibit openings as they are announced
- \*Invite friends to attend the shows with you
- \*Mail out or hand out postcards of show openings to your circle of friends
- \*Forward ACCI email announcements to your email list and/or other social media
- \*Mention your membership in ACCI on your bio or artist's statement (with ACCI's website address)
- \*Add some of your friends and/or patrons to the ACCI mailing list, particularly those living in the East Bay
- \*Mention to friends how fantastic the quality and selection is at ACCI when they are looking for gifts. Can anyone compete with what the gallery has to offer?

## **3. THE PEOPLE AT ACCI**

The people at ACCI are obviously what make everything hum: the artists who create the work and carry out their member hours, the staff who enthusiastically sell work to customers, and the Board who oversees all issues of business, finance, quality, and policy. All are indispensable.

This section introduces you to the staff, explains the makeup of the Board, and provides a list of member artists by category.

### **3.1 THE STAFF**

The staff includes a Gallery Coordinator and two sales staff.

## **3.2 THE BOARD**

The ACCI Board of Directors is made up of member artists and members of the community. Members are encouraged to join the Board. The Board is the governing body of the cooperative making policies and procedures, directing operations and planning for the future. This is the current makeup of the board:

Chairperson

Secretary

Treasurer/ Finance chair

Membership chair

Facilities chair

Display chair

Event/Shows chair

Other members

## **4. GALLERY EVENTS**

In addition to selling the work of member artists each day, ACCI holds events throughout the year. These events include unique art shows on different themes, a well established and popular “Seconds Sale” each year, and workshops in different media.

### **4.1 EXHIBITS/EVENTS**

ACCI mounts exhibitions some of which highlight a single members’ artwork, and others that include several members. Shows are also announced on ACCI’s website. Most shows are a mix of member artists or guest artists by invitation.

ACCI also supports the North Shattuck Association by participating in local events geared toward bringing new patrons to North Shattuck. Visit [www.gourmetghetto.com](http://www.gourmetghetto.com) for more information.

### **4.2 OUR SECONDS SALE**

The “Seconds Sale” held by ACCI each year has become a popular Berkeley tradition, with people usually lined up waiting for the doors to open each day of the sale. For this event, the front gallery remains intact, but the rest of the gallery is devoted to the sale, with its own entrance, “square”, and wrapping table. All other art is put away and only sale items are hung on the walls, displayed in cases or on pedestals, or laid out on many long tables erected for the purpose.

The Seconds Sale is traditionally held on three days in August (Friday to Sunday), but the date is somewhat moveable, and occasionally more than one Seconds Sale might be held in a year. New work is put out each day of the sale and tremendous savings can be found on jewelry, glass, ceramics, and fine art.

Any artist may participate for a combination of a small fee, a 30% commission to the gallery, and some required hours. In the past, some artists have made a large percentage of their annual income from these sales. Further details are available closer to the time.

Although the sale title suggests that the work on sale is imperfect, it actually includes any work that artists wish to offer at a discount to the public.

### **4.3 WORKSHOPS**

Some ACCI artists have offered classes and workshops as a way of fulfilling their annual member work hours e.g. workshops in painting, collage, art for children, and even rock balancing. The gallery also contracts with outside artists to lead workshops

## **5. FREQUENTLY ASKED QUESTIONS (FAQ)**

### **PROMOTION MATERIAL REQUIRED**

- \*Digital images of your artwork on CD, both low and high resolution
- \*Short blurb about you and your work on CD, 100 words or less
- \*Headshot of you\*Website address if you have one (with reciprocal link to ACCI)
- \*Instagram and/or Facebook Address if applicable

### **BRINGING IN INVENTORY**

1. How many pieces should I bring to the gallery initially?

For 2-D work: The number of pieces you bring in depends on the size of your work. If possible, bring 3 to 6 framed pieces ranging from small to large, i.e., 8"x10" to 30"x40". Some oversize work might also be accommodated, but that decision will be up the gallery. You may also bring up to 15 unframed pieces for the print bins. These must be mounted and shrink-wrapped or enclosed in plastic sleeves.

For 3-D work: For glass, ceramics, jewelry etc., bring as many as 20 pieces, depending on your medium.

2. Do paintings and other 2-D work have any special hanging requirements?

Yes. All 2-D work should be framed, properly wired, and ready to install. Sawtooth frames are NOT acceptable. Where appropriate, professional mats should be used with consistent size and color. Paintings on canvas do not need to be framed, but sides must be “finished.” This could mean that the edges are clean and white, are painted, or that the artist intends for the edges to show some of the creative process, i.e., drips, runs, stains, etc. The latter is allowed if it is considered intentional. The gallery makes the final decision.

3. Does each piece of new inventory have to be labeled?

Yes. All pieces (or groups of smaller, similarly priced pieces like jewelry or cards) should have a barcode label affixed to them that includes your name, member number, month code, consecutive item number, and retail price. For 2-D artwork, you must fill out a Fine Art Inventory Label (provided in Section 6, or available at the gallery). For each piece, fill out a label, cut it out, and affix it to the back of the artwork. Having this information on each piece ensures that nothing gets lost or misplaced, not only initially but throughout the year.

4. When I bring in new inventory, who do I give it to?

First, make sure you’ve filled out the online inventory form, been notified that your barcodes are ready and made an appointment for bringing in your work. When you arrive, check in with a staff member and then take your work to the back inventory room to attach labels to work. Lean 2-D pieces against the table or against the shelving, but don’t place them in the racks with work that has already been inventoried. Place 3-D work on the table. Staff knows that the work on the table or leaning against the table/shelving needs to be processed and displayed as soon as possible. Before you leave, a staff member must check out your work and sign your inventory form.

5. Where do I find inventory forms?

Under FORMS in the online Members Page. REMOVAL FORMS can be obtained from the front desk.



6. If I've forgotten my last consecutive item number, where can I find it?

Ask a staff member to find it for you on the computer. Please be patient as they try to get this for you while also handling sales and customer questions.

7. If I need to fill out a form at the gallery, can I get a copy of it to take home?

Ask a staff member to make a photocopy for you. Once again, please be patient as they try to accommodate your request as they juggle other tasks.

8. For smaller items, how do I know if I need to provide more inventory?

When work is sold, artists receive a check and detailed statement listing exactly what was sold and when. Compare this to your original inventory form to find out how many you have left and whether you should provide more.

## **DISPLAY OF INVENTORY**

11. How soon will my work be displayed after I bring it in?

It will be displayed within a week. The intent is always to get work out in the gallery for sale as soon as possible.

12. Where will my pieces be displayed?

Your work is likely to be displayed in many places during its life in the gallery, as the work is rotated. The display committee is responsible for display. The goal is to keep things fresh for customers each time they enter the gallery, thus promoting sales.

13. How long will my pieces be displayed?

Work is only insured for 6 months, after which the gallery is not responsible for lost or damaged work. If your work has not sold within 6 months, you should replace it. 2-D work is required to be removed after 3 months. If staff notices that pieces are not selling, they may call and ask you to refresh your work. (Note that any work to be removed must be recorded on a blue Inventory Removal Form to ensure that no work is lost or unaccounted for.)

14. Is there any possibility that I could be part of a special show at ACCI?

The Events/Exhibition Committee announces shows throughout the year. Themes are designed to include as many artists as possible. ACCI's website announces exhibitions and a link to an application form. Artists are encouraged to submit proposals to the events committee.

## **SALES**

15. What happens when a piece sells? Will someone call me? Should I bring in a new piece to replace the one that was sold?

A staff member will try to call you if a work over \$300 is sold. You can discuss with them whether you should bring in a replacement piece. For sales of pieces under \$300, you should read the detailed statement you get each month with your check and determine whether you want to bring in new inventory.

16. If I want to buy something from another artist at ACCI, is there any discount?

Yes. You receive a 20% discount on any work you buy at ACCI, and this comes out of the gallery commission, not the artist's.

17. If someone contacts me directly after seeing my work at ACCI and they purchase something, do I need to pay a percentage to ACCI?

The sales staff works hard to sell your work and often provides the customer with details of how they can reach you if they need something a little different from what's on display in the gallery. Since this is a joint effort, you are expected to give the gallery a 20% commission on a direct referral from ACCI.

## **OTHER ISSUES**

19. Can you link my website to ACCI's website?

Yes. When you join ACCI and provide us with the address of your website, along with your other PR material, your name will be added to the member list on our website, along with one image, and the name will be linked to your website. Please also link ACCI to your website for some beneficial cross-promotion.

20. How can I meet other members of ACCI?

Join a committee, attend board and artists meetings and gallery events.

21. When are meetings held?

Artist meetings are held regularly (2 to 4 times per year). You will get a notice by email well in advance of the meeting. Board meetings are held monthly at the gallery. Check members page for date, time and agenda. Minutes of each meeting are posted on the members page.

22. Do I get to see any of the financials of the gallery?

Yes. Financial reports are provided at the Artists meetings. The financial reports are also available for viewing in binders on top of file cabinets in the gallery office.

23. Should I spread the word to other artists who might like to join?

Certainly. We're always looking for talented, creative new artists. Have them go to the website to see what we do or, better yet, have them come to the gallery and look around. If they are interested in applying, they can go to the website and click on Apply. All the required information is there on the application form. New artists are usually juried in on 1<sup>st</sup> of February and the 1<sup>st</sup> of August.

## **6. BLANK INVENTORY FORMS**

The following forms are available online on the members page:

\*New Inventory Form

\*Fine Art Inventory labels for 2D work