

# PROSPECTIVE MEMBER GUIDE

Rev. May 2019

Thank for your interest in Artistic Portland!

Every member of Artistic Portland (AP) is an individual owner of their artistic creations business, as well as a co-owner in the Artistic Portland business, with all that that implies. Every member is expected to be present, to participate, and share in the decision-making process. Each member is expected to abide by all the AP policies, protocols and procedures.

The success of each member as well as the success of Artistic Portland is important to each of us.

## **Guidelines for Art**

Artistic Portland accepts artists doing business as sole proprietorships as well as partnerships. Our structure considers a sole proprietorship to be one business unit and a partnership to also be one business unit.

All art, originals and reproductions, is subject to the Jury process.

Each business unit is allocated the same average space within the store.

Artists are required to maintain their display with an adequate number of items at all times.

All work presented in the store must be entirely the work of the artist or artists.

Every piece of art must have the name of the artist and/or business name on or attached to it, and additional labeling as the law requires.

**2D and 3D Art:** Along with original art, reproductions of the artist's work is permitted.

**Jewelry Art:** All jewelry must be designed and assembled by the artist or artists' partnership. Commercial chains and cords for necklaces are acceptable.

**Wearable Art:** All wearable art must be created entirely by the artist or artists. Recycled clothing must be significantly altered to the artist's unique style.

**Change of Primary Focus:** Your primary focus can be an actual category of craft, media, or a thematic category. If you choose to change your primary focus, your new focus must be reviewed by the Jury Committee review process.

## **Guidelines for Marketing**

As a member, your business unit will be included on our website with a link to your own website. We encourage our artists to link back to the PACT website.

Artistic Portland also employs other social media tools to which members are encouraged to contribute.

## **Some General Guidelines**

- Artistic Portland members are expected to maintain professionalism both individually and as a group.
- Be courteous, kind, and respectful to other members in person and online.
- Rearranging another artist's display or the front windows requires permission from the artist and/or Store Design Committee.
- Keep music and noise to a respectable level that won't disturb neighbors and customers.
- No intoxicants before or while on shift.
- Only the two scheduled shift members can use the cash register to make sales during their shift. Off-shift members may not linger behind the counter.
- Only official Artistic Portland signs are to be taped to the front windows or doors. Only Artistic Portland promotional items are permitted on the customer counter.
- Only service animals are allowed in the store.
- During your shift, do not bring any children under the age of 16 with you into the store, unless you receive Board permission to do otherwise.
- Any member who duplicates another member's art without permission, will automatically be put on probation and, at the discretion of the Board, is subject to immediate expulsion from Artistic Portland, and any unused prepaid rent will be forfeited.
- The complete Member Guidelines is available to all members of Artistic Portland.