



ARTIST PACKET

Dear Artist,

Thank you for inquiring about displaying your artwork at the Chowan Arts Council, your community arts center. We are always searching for new talent! Enclosed you will find a packet of information to complete and return with your work to be juried. Once your work has been juried, you will be contacted.

We welcome 3-5 pieces of the same medium. If you would like to have more than one medium in the gallery you must fill out a separate jury form. Paintings, photography, mixed media, sculpture, jewelry, and fiber art are among the many things we display.

Please call 252-415-0041 or email us at cacedenton@gmail.com to schedule an appointment. We pride ourselves on helping each and every one that walks through the door and want to make sure we give you the time you need.

Should you have any questions about the information in this packet please don't hesitate to reach out to us! We are happy to help.

Thank you,
The Chowan Arts Council

112 West Water Street Edenton, North Carolina 27932

cacedenton@gmail.com

252.415.0041

www.chowanarts.com

Chowan Arts Council
Artist/Exhibitor Gallery Guidelines

Artist Guidelines:

Complete the artist packet, which includes the following forms:

1. Member of the CAC
2. Artist Guidelines
3. Artist Biography
4. Application for work to be juried
5. Artist/Gallery Contract
6. W-9 Form

Display Guidelines:

All art must be original.

1. Copies are not permitted.
2. All art should be created within the past two years.
3. Please make sure all artwork is labeled clearly.

All artwork should be properly framed.

1. Paintings may have painted borders in lieu of framing on gallery wrapped canvas. Thin canvas paintings will not be accepted without a frame.
2. Worn, outdated, damaged items will not be accepted.
3. All artwork should be properly wired $\frac{1}{3}$ way from the top.
4. All work in each individual medium should work as a grouping. For example: Three photographs, three paintings, or three pieces of pottery may be submitted, but not one of each,

We accept prints of original artwork in plastic sleeves.

We do not accept framed prints for sale.

We do not accept giclee.

All artwork must be priced by the artist.

We work on a 65/35 commission.

Please price your work to include the 35% commission. Please bring an itemized list of your work included in this packet.

The hanging committee will rotate work on a regular basis.

We ask that you rotate pieces every 3 to 4 months if possible to keep the gallery fresh.

Please call for an appointment. We will not accept art without an appointment.

COMMUNITY ARTS CENTER
As governed by Chowan Arts Council
ARTIST/GALLERY CONTRACT

ARTIST: (hereafter referred to as "the artist")

(Name, address, phone number and email)

and

Chowan Arts Council - DBA Community Arts Center (hereafter referred to as "CAC")
112 West Water Street
Edenton, NC 27932
252-415-0041
cacedenton@gmail.com

Hereby enter into the following agreement:

1. **Agency/Purposes.** The artist appoints CAC as agent for works of art consigned under this agreement, for the purpose of exhibition and sale. CAC shall not permit the artworks to be used for any other purposes without the written consent of the artist. This agreement applies only to works consigned under this agreement and does not make CAC a general agent for other works.
2. **Warranty.** The artist hereby warrants that he/she created and possesses unencumbered title to the artworks, and that their descriptions are true and accurate.
3. **Terms and Termination.** This agreement shall have a term of one year (12 months) and may be terminated by either party giving a written notice to the other party. The agreement shall automatically terminate with the death of an artist, or if CAC becomes bankrupt or insolvent. On termination, all works consigned hereunder shall immediately be removed to the artist.
4. **Prices/Commissions.** CAC shall sell the works at the retail prices shown on the artist's record of consignment. CAC shall receive a commission of 35% of the retail price of each item sold.

5. **Payments.** The artist's dues must be paid for the current fiscal year in order to be eligible to receive proceeds from a sale of his/her work. CAC shall pay the artist within forty-five (45) days of the sale. The artist's commission checks are written on the 15th of the month for sales incurred the previous month. No sales on approval or credit shall be made without the artist's written consent and, in such cases; the proceeds received by CAC shall be paid to the artist within forty-five (45) days of receiving all monies due.

6. **Duration of Consignment.** The artist is required to rotate his/her work when requested by CAC. The artist is responsible for picking up any unsold work in a timely manner, determined by CAC. Should the artist fail to pick up work after notification by CAC, the work may be removed from display and stored until retrieved by the artist. After one year of the notification and no contact from the artist, any items left will become property of CAC.

7. **Loss or Damage.** Due care shall be given by CAC for the safekeeping of all consigned artworks, but neither CAC, its staff members, nor the volunteer staff, shall be held liable for damage or loss of any consigned work. It is the responsibility of the artist to insure any artwork should that be desired.

8. **Modifications.** Any and all modifications of this agreement must be in writing and signed by both the artist and CAC.

9. **Choice of Law.** This agreement shall be governed by the laws of the state of North Carolina.

Artist Signature

Date

CAC Authorized Signature/Title

Date

Chowan Arts Council
Artist Biography

NAME: _____

STREET ADDRESS: _____

CITY, STATE, ZIP: _____

CONTACT PHONE NUMBER: _____

EMAIL: _____

Please attach a copy of your current biography.

APPLICATION FOR ART TO BE JURIED

Artist Name: _____

Medium: _____

1. Title: _____ Price: _____

2. Title: _____ Price: _____

3. Title: _____ Price: _____

4. Title: _____ Price: _____

5. Title: _____ Price: _____

Jurors Comments: Framing: _____

Composition: _____

Can the Pieces be displayed together: Y _____ N _____

Have the pieces being submitted been created within the last two years? Y _____ N _____

Other Comments: _____

Jurors Signature: _____ Date: _____

**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give form to the
requester. Do not
send to the IRS.**

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/>	
	5 Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number											
				-				-			
or											
Employer identification number											
					-						

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they