

LOFT 112
112 E. Main Street
Morrison, IL 61270

Vendor Application & Waiver Form

The Morrison Area Development Corporation, a 501(c)(6) not-for-profit organization, whose mission is to maintain and enhance the quality of life enjoyed by all Morrison residents, is opening Loft 112 a retail, arts gallery and studio in the fall of 2017. The purpose of the facility is to meet an increasing demand for a venue at which local artists may display and sell their works on an ongoing basis, as well as serve a tourism function for the City of Morrison, promoting the rich art history and resources the City of Morrison has. The facility will also provide a venue for private events and arts classes.

General Information:

- **Hours of operation**

Friday	10 AM – 4 PM
Saturday	10 AM – 4 PM
Sunday	1 PM – 4 PM

Hours may be expanded (or decreased) based on demand and as volunteer staffing permits.

- Loft 112 is largely staffed by volunteers, with oversight being provided by the Morrison Area Development Corporation. It is also accessible throughout the week for purchase of items by appointment. Vendors are highly encouraged to donate time as needed to staff Loft 112.

▪ **Membership & Exhibit Fees**

Benefits of Basic Membership

- **Special invitations to Loft 112 Events**
- **Loft 112 Newsletter**
- **Discounts on use of studio space**
- **Discounts on use of Loft 112 for private party or event**

- **Student -----\$20**

- **Individual-----\$40**

- **Senior (age 62+)-----\$30**

- **Gallery Friends-----\$45**

- **Family (children 18 and under)-----\$65**

- **Corporate Sponsors-----\$100**

- **Loft 112 Special Event Sponsors-----\$250-500 (depends on show)**

- **Exhibiting Artist-----\$100**
 - **Benefits of Exhibiting Artist includes basic membership plus**
 - **Listing in Artist Directory (in store and on website)**
 - **Special Two Week Exhibition as Gallery Featured Artist**

Studio space will be available after January. Prices will be available at that time.

NOTE: After vendors have been in place for 1 year they begin to pay 10% commission on sales.

NOTE: Monthly statements and sales proceeds checks are provided to vendors.

- Loft 112 reserves the right to limit the number of pieces in current inventory for each vendor based on space available.

Gallery Expectations of Vendor

- Vendor will submit completed jury application form to Loft 112, along with all supporting information requested.
- Upon notice of acceptance by the jury committee, Vendor will be assigned a vendor number. Works may be brought to Loft 112 at dates and times as agreed upon by the parties and in quantities as space allows. The jury committee reserves the right to reject individual pieces.
- All items presented for inventory must represent the vendor's original work. Each piece should be labeled and priced with identifying letters/numbers, titles, artist's information, etc. (Vendor will be instructed on how to label work). **NO EXCEPTIONS**
- Artists/Musicians must provide in writing artist statement and personal profile along with business cards.
- Vendors will provide any care or cautionary information about display or cleaning their work to Loft 112. Vendors should provide any special furniture or cases that more carefully protects or displays their art if needed.
- Artists will regularly rotate their inventory of unsold items. Inventory shall be rotated at minimum on a quarterly basis, and more frequent rotation is encouraged.
- Vendors shall be solely responsible for payment of any and all sales and income taxes associated with the sale of their work. Loft 112 will not be responsible for collecting sales tax on items sold.
- Vendors are encouraged to provide **their own theft/damage insurance** through their own brokers. Loft 112 will not be responsible for theft or damage with the exception of problems with display units. Artist will be notified of any breakage or damaged items ASAP.

Expectations of Loft 112

- Loft 112 shall review all applications submitted on a regular basis, and notify Artists promptly of jury acceptance. Check with Loft 112 for specific jury dates.
- Display vendor's work in a prominent and appropriate place within the gallery/shop space.
- Provide vendor information to customers – verbally or in writing, pricing, process, etc.
- Keep track of sales and report them to each vendor on a monthly basis.
- Pay artists for sales – minus monthly fee as appropriate – once each month.
- Provide the vendor with specific information about items sold.
- Provide background information and training to Loft 112 volunteers.
- Add vendor information to website and other promotional materials in a timely fashion.
- Loft 112 agrees to provide **general liability insurance for the premises** not the contents.
- Loft 112 shall be responsible for the day to day operating expenses of Loft 112, including rent, utilities, and Gallery advertising and other related expenses.
- All vendors will have the opportunity to attend monthly vendor meetings at Loft 112 to discuss vendor policies, events, etc.

The Morrison Area Development Corp. and Loft 112 reserve the right to modify the terms and conditions contained herein as needed for the continued success and growth of the Gallery, its artists and vendors.

New Applications shall be reviewed by the jury panel as needed on an ongoing basis, and as space in the Center permits.

Questions and concerns regarding the application process or terms & conditions for becoming a vendor at Loft 112 should be directed to:

Morrison Area Development Corp.
ATTN: Kimberly Ewoldsen, Director
112 E. Main Street
Morrison, IL 61270
Phone: 815-00-6267
E-mail: director@morrisonareadevelopment.com

Completed Application forms should be delivered to:

By Mail

Loft 112
112 E. Main Street
Morrison, IL 61270

In Person

Morrison Area Development Corp.
112 E. Main Street
Morrison, IL 61270

Email

director@morrisonareadevelopment.com

Loft 112 Gallery Jury Criteria

These are the guidelines for acceptance in Loft 112 as a Vendor. The determination by the jury is final. Once a Vendor is accepted through the jury process, (s)he will not need to be re-juried. However, the jury retains the right to reject specific pieces from Loft 112.

Fine Arts and Fine Crafts

Oil, Acrylic, Watercolor and Mixed Media Painting

- Original subject matter
- Created by a single artist
- No mass production or imported pieces

Ceramics, Wood, Glass and Stained Glass

- Original design and subject matter
- Original use of the media (i.e. : sculptural qualities)
- Created by a single artist
- No molded items produced from commercially available molds or applied commercially made decals
- No mass-produced or imported pieces, including those designed by the artist

Jewelry

- All original design
- No mass-produced or imported pieces, including those designed by the artist

Photography

- All original photography, design or depiction of the subject matter
- Digitally modified images must not infringe on another artist's or website's copyright

Printmaking, Line Art

- Original subject matter
- Created by a single artist
- Not created with the use of commercially available preset dies, stamps or stencils

Metal, Wood, Ceramic, Stone or other Media

- Original subject matter
- Created by a single artist
- Creative use of the media
- No mass-produced or imported pieces, including those designed by the artist

Fiber Arts (fabric, leather, yarn, paper, basketry, etc.)

- All original design and patterns
- No work from a kit
- Creative use of the material beyond simple sewing and embellishments
- Silk screens, painting and embroidery that is an original design and applied by the craftsman
- No commercially mass produced or important items, including those designed by the artist
- Recycled or repurposed items may be accepted
- Traditional quilt patterns are acceptable

Music

- Must be of the artist's original composition.
- If music is not original to the artist, artist must submit proof of rights to record & distribute the work.

Loft 112 Vendor Application & Waiver Form

Name:

Organization (if applicable):

Address:

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Website and/ or Social Media for Artwork (please specify):

- Please briefly describe the type(s) of art that you create:

- Please attach good quality photos of 3 – 5 pieces of your work, with descriptions of each piece (include title, size, medium, price and year produced). Photos and information may be submitted electronically to director@morrisonareadevelopment.com. Please be sure to include detailed contact information with the email. Artists can also submit photos in jpeg format, a cd or zip drive containing files showcasing vendor work.

- Please select which status you are seeking:

VISUAL ARTIST

 _____ I am volunteer by time as needed for staffing

 _____ I am unable to volunteer for staffing

OTHER: Please specify

I hereby make application to the Morrison Area Development Corporation for participation in the Loft 112 as a Vendor. I understand that a jury panel must approve my work. If approved, I understand and agree that I have read, understand and will abide by the Vendor Information and Expectations contained herein.

Date

Vendor Applicant

Please Note: Only pages 5 and 6 of this Application packet need be submitted for consideration, along with requested attachments. The remainder of this packet may be retained by Vendor for your records and future reference.

For Office Use Only:

Date Application Received: _____

Application Fee Received: _____

Jury Review Date: _____

Accepted: YES NO

Date Vendor Notified: _____

Vendor Number Assigned: _____

Comments/Notes: