



# The Berkeley Arts Council

*We Amplify the Arts*

PO Box 984, Martinsburg, WV 25402 – www.berkeleyartswv.org – 304-620-7277  
Berkeley Art Works – 116 North Queen St., Martinsburg

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## Co-op Market Application and Participation Agreement

Any artist or artisan who is or becomes a Berkeley Arts Council member will be eligible to apply to join the co-op group. Applicants may be asked to submit work for jurying.

This agreement is entered into on \_\_\_\_\_ (date) between \_\_\_\_\_ (print full name of artist) and The Berkeley Arts Council, Inc. (BAC) regarding participation in a co-op style art market. This agreement remains in effect until written notice from either party to the other of cancellation.

The gallery is managed by the Berkeley Arts Council in its facility located at 116 North Queen Street in Martinsburg, WV. The BAC Board of Directors will determine operating policies. A minimum six-month commitment is required.

### Artist contact Information:

Name \_\_\_\_\_ Business \_\_\_\_\_

Address \_\_\_\_\_ City/St/Zip \_\_\_\_\_

Best contact phone \_\_\_\_\_ (used for schedule reminder)

Backup phone \_\_\_\_\_ Email \_\_\_\_\_

Art Medium/Discipline \_\_\_\_\_

The artist agrees to:

- Pay annual dues to BAC once per year. Individual: \$35 Senior (60 or over) \$25. Payable by January 10 each year; or upon acceptance to the co-op.
- Pay co-op membership fee by January 7 or July 7.  
2D: \$120/six months (approx. 4' wall space plus table or bin space on the floor.)  
3D space \$90/six months on a table or shelf as provided. Artists who pay for the July-December term will automatically be included in the Holiday Market show and sale.
- Maintain inventory for sale in the gallery and keep a record of their inventory on file in the gallery. Artists are expected to regularly refresh their displays with new work and to provide examples for display in the store windows as scheduled during the year.
- Sit hours of operation at the gallery. Recognizing that individual obligations and schedules vary, we expect that all of the members of the co-op gallery will cooperate and assist each other to ensure that the gallery will be open during the advertised hours.
- Process sales transactions, with instructions provided.
- Assist with other aspects of the gallery operation as needed, including planning meetings, promotional activities.
- Items for sale must be created or made by the artist or artisan. If an item is assembled from existing materials, to be considered handmade, the seller must substantially alter the design of the materials. Items produced from "kits" are not allowed. Selling imported, commercial, or mass-produced items is not permitted. **All work must be professionally presented and packaged.**

The BAC and the Artist agree that the artwork consigned at the gallery remains the sole property of the Artist, and can be removed by the Artist at any time. The BAC is not responsible for loss of or damage to the artwork, and the artist is responsible for his/her own insurance if desired. For promotional purposes, the artist shall provide BAC with information such as Biography, Artist Statement, images of work. These items should be emailed to [berkeleyartswv@gmail.com](mailto:berkeleyartswv@gmail.com).

**Compensation:**

BAC will retain 20% of sales. Artists will be paid about ten days following the end of the calendar month.

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Artist \_\_\_\_\_

Co-op Term: January - June \_\_\_\_\_ July - December \_\_\_\_\_ Year \_\_\_\_\_

**Fee List:**

2-D Artist: wall space plus Print Rack: Six Months	\$ 120.00
3-D Artist: table or shelves: Six Months (\$90.00)	\$ 90.00
Holiday Market only (Nov.-Dec.)	\$ 40.00
Membership dues (once per year)	\$ 35.00 or \$25.00

If you are a new member, please include a form

TOTAL Amount of payment: \$\_\_\_\_\_

Please make payment to: Berkeley Arts Council, PO Box 984, Martinsburg, WV 25402

\_\_\_\_\_  
Signature of Artist

\_\_\_\_\_  
Accepted for BAC

Date: \_\_\_\_\_

Office Use: Payment Received: \_\_\_\_\_ Check \_\_\_\_\_ Cash \_\_\_\_\_ Charge \_\_\_\_\_