



Participation Form

The FPAC Store sells art, craft and design by Fort Point Arts Community Members

Each artist pays a one time participation fee of \$40 and must keep their fpac membership current
Your commission on sold work varies depending on your level of participation:

- Level 1: Artists who can work 1 day/7 hours per week or more: gallery takes a 10% commission
Level 2: Artists who can work 1 shift/3.5 hours per week or 12-16 hours/month: gallery takes a 20% commission
Level 3: Artists who can work 1 day/7 hours per month total: gallery takes a 30% commission
Level 4: Artists who can work 1 shift/3.5 hours per month total: gallery takes a 40% commission
During a month when an artist cannot staff store at all: gallery takes a 50% commission
The slightly shorter weekend shifts are counted as full shifts.

All new members must schedule a training session and work one shift one their first month to familiarize themselves with store. All artists must commit to staff the store a minimum of one shift per month or one full day every two months.

Eligibility: FPAC member artists with studios in Fort Point, or who work in art-related businesses in Fort Point are eligible to join MIFP. Member artists previously displaced from Fort Point and maintain their membership and ties to the community maintain full Member status.

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone(s) \_\_\_\_\_ email \_\_\_\_\_

What you will exhibit/sell \_\_\_\_\_

any special skills you may have to contribute: \_\_\_\_\_

Special display considerations your work may require (clothing rack, locked case, etc): \_\_\_\_\_

Payment info:

Store Participation fee \_\_\_\_\_ \$40

FPAC membership (annually, contact the FPAC office if you need to check if your membership is current) \_\_\_\_\_ \$50

Store shifts and outside work:

- shifts are currently:
• Mon-Fri: 11-2:30 and 2:30-6
• Saturdays and Sundays 10-1 and 1-4

Additional staffing is needed for monthly openings (2nd Thursday pf the month 5-8) and Special Events. There are numerous non-staffing tasks which can be done to make the store run smoothly and boost your sales %, Another person may be designated to work your hours (they must be trained and approved). All artists must commit to staff the store a minimum of one shift per month or two shifts every two months. Artists may choose to work a concentrated number of shifts in a month and spread that time credit over a longer period.

Please turn this over for more important information

Made in Fort Point is an endeavor of the Fort Point Arts Community (FPAC), a 501c3 non-profit, and directly relates to the organization's mission of contributing to the cultural life of Fort Point and the City of Boston, and raising the visibility of Fort Point artists. The store and gallery are run using a cooperative model, and all work is done by volunteers. There are quarterly members meetings, and monthly meetings of the Managerial Team. Communication is maintained by the use of a yahoo email group ([madeinFP@yahoo.com](mailto:madeinFP@yahoo.com))

Calls for new work to be brought in to the store are issued approximately every 3 months, and wall art is rehung and table display is rearranged.

- All members must be, and remain, current in their FPAC membership.
- Only your original work or design may be included at Made in Fort Point.
- Artists must work their committed staffing hours; if you need to make a change or cancel, you are responsible for finding a replacement.
- The MIFP has basic bags, tissue paper, and some bubble wrap. If your work requires special packaging you should provide it.
- It is expected that artists will replenish their stock as needed to the best of their ability.
- All work dropped off for wall hanging will be fitted with a wire for hanging, and labels supplied by artist using the template provided, printed on plain white cardstock and cut to size. An extra label should be affixed to the back of the piece.
- MIFP accepts cash, check and credit card payments. Statements of what sold will be sent to artists around the 20<sup>th</sup> of the following month.. Artists will be paid for their sales roughly the third week of the following month their work is paid in full (ie, December sales statement around 1/20, payments around 1/21-28).
- The return policy for the store is: NO RETURNS, all sales final. However, it is assumed we all stand behind our work, and if there is a failure in workmanship you will replace/repair the work.
- Artwork will be insured, and all gallery hours will be staffed.
- All artists must provide some kind of informational or business card which can be given with the purchase. Please provide when you drop off your work, and keep stocked.
- Artists are currently responsible for tracking their own inventory from month to month.
- Each month MIFP has a Featured Artist whose work is exhibited in the designated area. An opening reception is held monthly, generally on the 2<sup>nd</sup> Thursday from 5-7. Opportunities to be featured artist are offered to members roughly every 3 or 4 months, and a detailed sheet is available with full information of being Featured Artist.

I have read and understand the expectations above

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Artist's signature and date