



Loading Dock Gallery  
12 Western Avenue  
A-Mill 2<sup>nd</sup> Floor  
Lowell, MA 01851

## MEMBERSHIP AGREEMENT

Loading Dock Gallery is a program of Loading Dock Arts Inc., a non-profit 501c3 Corporation. LDA's mission is to provide support and professional development for artists and to promote the visual arts in the greater Lowell community. Gallery membership is open to all area artists.

The purpose of this Agreement is to make clear the basic requirements of membership in our cooperative gallery. Please read it carefully and sign at the end. Give the completed form with the check for the initial fee and dues for the first quarter in which you are joining to the gallery attendant.

There are three levels of membership:

**Level One Membership** requires a joining fee of \$100.00 and (four) quarterly dues payments of \$110.00 each per year.  
**Level Two Membership** requires a joining fee of \$100.00 and (four) quarterly dues payments of \$145.00 each per year.  
**Level Three Membership** requires a joining fee of \$100.00 and (four) quarterly dues payments of \$175.00 each per year.

The gallery receives a 25% commission of all sales made in the gallery. All memberships are annual. If a member chooses to leave the gallery for any reason, the member must leave at the end of a quarter and the full payment for 3 months will be required. If a member decides to rejoin, half of the initial joining fee will be required.

The Loading Dock Gallery is a cooperative gallery that is run by its members. **Level One and Level Two Member** responsibilities include gallery sitting, serving on a committee, and assisting the Hospitality Team once per year. Descriptions of the committees can be found on the member page of the LDG website. It is appropriate to join a committee in which you can offer prior experience, discover an opportunity for learning, or feel it would be a good fit. **Level Three Members** have no responsibilities other than assisting the Hospitality Team once per year.

Each member will be assigned a wall and/or display space and a name sign. Space will be divided appropriately among members and will rotate quarterly. Actual dimensions may change with the number of gallery members, location of the space, or member request. Members must maintain their own space and participate in the quarterly relocation. All members should be familiar with the other members work, this helps all members of our community. Members may also display prints in a designated print bin.

Opportunities to show in the *Showcase Gallery* are available to all members. Exhibits are changed monthly and ideas are solicited from members for member group shows, two member shows, and member invitational shows. Also included in the twelve month exhibit schedule are New England Regional, WAS/Member Invitational, and community outreach shows. The *Back Door Gallery* offers an opportunity for six individual members to hang their work for one month by request to the scheduler.

1. Provide a W-9 to the gallery and understand that no sales checks will be issued without it.

Other Requirements:

2. New **Level One and Two Members** must coordinate with the New Member Liaison to schedule a time for "training" when the gallery is open. Be familiar with the work of all members and perform gallery sitting duties as outlined in the Gallery Sitting Manual.

3. Submit images of work and a brief artist statement for the website and also an image of yourself with a brief statement. Send both to [ldggallery@gmail.com](mailto:ldggallery@gmail.com). Keep your contact information images, and statement current.
4. Maintain a descriptive inventory sheet for all items submitted. Leave a copy at the desk and keep one for yourself. You are responsible for tracking your own work. The gallery will take reasonable care of all works left with it but provides insurance only for catastrophic events.
5. Create labels for items in the gallery using the label form found on the member's page of the LDG website. Labels are printed for you.
6. The current gallery sitting requirement for **Level One Members** is 3 full days or 6 half days per quarter (hours can be split into three hour shifts), for **Level Two Members** it is 1.5 days or 3 half days per quarter. Preference for Open Studios hours is given to members who do not have a studio in the building to allow those that do the time to participate in the event. Extra sitting time is required during December when we are open every day for the holidays.
7. All members assist the Hospitality Team at one reception per year with set up, clean up, and food preparation as needed.
8. To remain a member in good standing, dues must be paid when invoiced by cash, check, or through the invoice on January 1, April 1, July 1, and October 1. **Level One and Two Members** must also fulfill their gallery sitting and committee requirements. Failure to meet these obligations can be a reduction in gallery display space, change to **Level Three Member**, or termination.
9. **NOTE:** Gallery work will be seen by the general public and should meet generally accepted standards for decency.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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