

## Loading Dock Gallery New Member Information

Welcome to membership in the Loading Dock Gallery. Please fill in the following information for our records. When complete, give it to the gallery attendant (with membership documents) or mail it to The Loading Dock Gallery, 122 Western Ave. Box 127, Lowell, MA 01851. Keep a copy of the form for yourself.

Date: \_\_\_\_\_ Studio Number/Location: \_\_\_\_\_

Name: \_\_\_\_\_

Name as it should appear on your checks: \_\_\_\_\_

Studio Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Web site: \_\_\_\_\_

Facebook Page: \_\_\_\_\_

Email Address (Print clearly): \_\_\_\_\_

Please note that ALL important information related to gallery membership is communicated via e-mail. It is very important that you check e-mail regularly. Dues invoices are sent quarterly via e-mail. Most other communication comes via our Yahoo group. Please watch for an e-mailed invitation to join this group and respond to it promptly. If you do not receive a Yahoo group invitation within the next few days, please contact the gallery manager at [loadingdockmanager@gmail.com](mailto:loadingdockmanager@gmail.com)

### Additional Items to be Submitted:

#### W-9 Tax information Form:

All members must complete a W9 form which is found [here](#). The form is able to be completed online, but must be printed and signed and an original submitted to the gallery. Forms may be given to the gallery attendant (with membership documents) or mailed to the Loading Dock Gallery, 122 Western Avenue Box 127, Lowell MA 010851.

W9 forms will be stored under lock and key.

#### Artist Listing

The following items need to be e-mailed to [ldgwebpage@gmail.com](mailto:ldgwebpage@gmail.com) for display on your page of our web site:

- 1 image of your work
- Contact information as you wish it listed (e.g., web site and e-mail address)
- Brief artist statement/bio

**Areas of Interest for Committee Work:**

ALL Members are responsible for running the gallery efficiently and effectively. To do this each Member must take ownership of at least one task as detailed in the duty roster.

Please click here to see a full list of the gallery jobs and to sign up for the one(s) you would like to do. If your choices are already full, you will be contacted to make another choice.

<https://goo.gl/forms/ZpR5lupaUAiWKNxn1>

\* Important note: A calendar for scheduling your gallery sitting time is issued once every three months. You determine when you will sit by logging into the calendar and selecting your days. The days are broken down into three hour shifts. This will be covered in the required new member training session.