

ARTISANSHIP AGREEMENT

River Roads Artisans Gallery, (the Gallery)

Artisan: _____

Street: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Website/Social Media Sites: _____

Initials for Gallery Price Tags: _____

Artisan Type:

Store Worker, Minimum 4 days per month	
Other Worker	
Non-worker Artisan	

Introduction and Mission Statement:

“We are Maine artisans creating a wide variety of original, high-quality work for sale at a collaboratively managed venue in downtown Skowhegan. We inspire interest in art among the public, encourage each other, and use our skills to benefit the community.”

The Gallery is a group of artisans that operates a retail gallery store located on Water Street in Skowhegan, Maine. The gallery store is open during the months of May through December. The Gallery relies on the participation of artisans to operate the store and perform a variety of duties necessary for the ongoing success of the organization.

The costs and benefits of participation as a dues-paying artisan correspond to the level of contribution made.

Costs:

Below is the framework of the fee structure used by the Gallery. “Workers” include individuals who provide staffing for the gallery store, as well as other jobs as determined by the Board of Directors. The specific dollar amounts are determined by the Board of Directors on an annual basis and appear in Exhibit A.

Type of Fee	Store Worker – Minimum of 4/days month*	All Other Workers	Non-worker
Dues January - April	Yes	Yes	Yes
Dues May - December	No	Yes	Yes
Insurance	Yes	Yes	Yes
Commissions on Sales	No	No	Yes
Share of Transaction Costs based on Sales	Yes	Yes	Yes

*The Gallery Board of Directors will determine how many workers per year will be eligible for this level of benefit.

Terms:

1. **Agreement to Sell Artisan's Works:** The artisan agrees to deliver works to the Gallery. In the event these works are sold, the Gallery shall pay the Artisan in accordance with the terms and conditions of this agreement.
2. **Use of Artisan's Works of Art:** The Gallery shall have the right to reasonable promotion and display including the right to photograph and reproduce the works for promotional purposes only. The Artisan fully reserves the right to copyright permitted by law.
3. **Works to be Displayed:** All works presented by the Artisan for sale shall be made solely by the Artisan. Works to be sold shall be of similar style/medium to those accepted by the Jury Committee. Work displayed for more than two years, which remains unsold, must be removed from the Gallery. Works of new style/medium must be accepted by the Jury Committee. The Artisan must arrange with the Gallery store staff to bring in or remove work. Placement/hanging of work shall be at the discretion of the Gallery staff. The Artisan is responsible for providing pricing labels on works in accordance with the procedures of the Gallery. The Artisan is also responsible for providing a list of items to be sold in a format that is defined by the Gallery Finance Committee. If Artisan chooses to change the price of the work, Artisan shall be responsible for creating a new price tag and providing 10 days advance notice of the change to Gallery Operations staff so that systems may be updated. Retail prices may not be changed without the consent of the Artisan and the Artisan may not offer "sale prices" on works subject to this agreement.
4. **Payments of Artisanship Costs:** The Artisan will pay all applicable costs as defined by their Artisanship class. Dues and insurance costs may be paid a full year in advance, or on a quarterly calendar basis. Transactional fees will be deducted from payments made to Artisan monthly.
5. **Payments to Artisan:** Payment for all works sold under this agreement shall be made no later than the 15th of the month following the sale.
6. **Payment of Sales Taxes:** The Gallery shall be responsible for collecting all applicable state sales tax and shall remit sales taxes to Maine Revenue Services.
7. **Income Tax Information:** The Artisan agrees to complete a W-9 form at the time of execution of this Agreement. The Gallery shall send a 1099 form, as required by the IRS, to the Artisan on or before January 31st of the year following sales subject to this Agreement.
8. **Loss by Theft, Damage, or Mispricing:** The Gallery is not responsible for any loss due to damage of an item, any theft, or mispricing of an item. The Gallery will use reasonable precautions to protect all Gallery contents and to ensure accuracy of sales transactions.
9. **Expulsion:** An Artisan may be expelled from the Gallery according to the terms set forth in the Gallery's Bylaws.

Artist

Date

Jury Committee Chairperson

Date

Exhibit A

River Roads Artisans Gallery

Fee Structure for Dues-Paying Artisans and Consignors

Dues-Paying Artisans

Cost	Workers	Non-workers
Dues Jan. – Apr.	\$25.00	\$25.00
Dues May – Dec.	\$50.00	\$50.00
Annual Insurance Cost	\$20.00	\$20.00
Commission on Sales	0%	10%
Transaction Fee	3%	3%

Consignors

Cost	Workers	Non-workers
Commission on Sales	25%	35%
Transaction Fee	3%	3%

Last Updated: April 2025