

Cazenovia Artisans  
39 Albany Street  
Cazenovia, NY 13035  
315-655-2225  
cazenoviaartisans.com



## VISITING ARTIST INFORMATION

- Our Visiting Artist program provides an opportunity for non-member artists to install their artwork for a duration of one month in a designated Visiting Artist space in our gallery. All the artwork on display will be for sale. Our gallery is open 7 days a week providing maximum exposure for your artwork.
- The Visiting Artist will receive 60% of sales for the month, with Cazenovia Artisans retaining 40%.
- The applicant will submit digital images and a description of their work to the Visiting Artist Committee. Upon acceptance, the artist signs a contract confirming the month for the show and providing information for our accountants.
- The gallery charges \$100 fee payable with the contract. This helps offset the marketing expenses and the cost of providing a reception for the artist.
- Upon acceptance, the artist will provide the gallery with promotional material for a marketing campaign for the show. This includes at least 5 high quality, professional digital images of works that you will be including in the show, an artist resume and an artist's statement. You may include interesting career highlights. It is critical we receive this information immediately after acceptance so we can effectively promote the show.
- Cazenovia Artisans will design and print post cards for the show that will be available to the artist to send to their mailing list, as well as a large poster for our foyer. The show will be extensively marketed using our newsletter, local newspapers, social media and postings in the event calendars around the region.
- The Visiting Artist will be responsible for installing and removing their own work in conjunction with our merchandising committee.
- Upon acceptance the artist will be issued a code for our POS system which they will use to label each item in the show. A list of items with their codes will be provided to the gallery for entry into our POS system.
- As an artist's cooperative gallery, our members are responsible for insuring their own work. The gallery is NOT responsible for lost, damaged or stolen work. The gallery does not carry insurance that would cover a visiting artist's work.