



**Cody Country Art League**  
836 Sheridan Avenue  
Cody, Wyoming 82414  
307-587-3597  
art@codycountryartleague.com

# Cody Country Art League Artist Member Policies

**Membership** is open to legal residents of Wyoming and Montana. Part time residents are eligible for membership if their legal residence is one of these states. Members that move and are no longer legal residents of Wyoming or Montana may continue their membership until the end of the current year.

**Membership fees** are due and payable on January 1st of each year. If payment is not received by January 31 each calendar year, only one past due notice will be sent. If CCAL does not receive payment within 30 days of the past due notice, CCAL will assume you wish to no longer be a member and will consider all consigned artwork abandoned and it will become the sole property of the CCAL. New members, who acquire membership or pay dues after October 1<sup>st</sup>, shall pay prorated dues for the current year, which is half the amount for a full year plus the full year's dues for the next year.

**Consignment Guidelines** – Only original art created by the artist will be accepted. Pieces that are a direct copy of another's art, whether the work submitted is the actual artwork or a reproduction of a published piece will not be accepted. Normally, each member may display or hang no more than 3 pieces at any time for no longer than 6 months. This guideline will be altered as necessary to accommodate: special exhibits, rotation of gallery content and promotion of gallery sales. All hanging pieces must have wire hangars for display; saw tooth hangars will not be accepted. Photography is limited to two hanging wall pieces. Other mediums will be displayed as space allows; including but not limited to: pottery, glassware, jewelry, cards, woodworks and mixed media.

**Professional vs. Amateur** – Accepted artists will be deemed "Amateur" or "Professional" based on whether or not the artist has sold artwork. The IRS considers an artist to be a "Professional" when sales equal profit. When sales do not equal profit, the IRS considers the artist an "Amateur".

**Lost, Stolen or Damaged art work** – It is the responsibility of each artist to provide insurance for displayed or shipped artwork. The CCAL is not responsible or liable for items

that may become lost, stolen or damaged while on consignment in the gallery. Artists will not be financially compensated for any loss. Items that are lost, stolen or damaged during shipment are the artists' responsibility. All shipping disputes will be handled directly by the artist with the shipping providers.

**Non-Renewal or Lapse in Membership** - Consignment art work will be removed upon non-renewal of membership. A past due email notice will be sent regarding the lapse in payment of annual dues. It is the non-renewing members responsibility to remove all items from the gallery within 30 days of receiving past due notice. If payment is not received within 30 days, consignment items will be considered abandoned and may be sold or disposed of at the Cody Country Art Leagues discretion for the benefit of the CCAL. A lapse in membership either from nonpayment of dues or cancellation of membership will require artwork to be reviewed through the jury process prior to consideration for renewal of membership.

**Other Important Information -**

**The Artist receives 65%** of the retail price on all consigned items that sell. Consignment checks will be processed and in the mail to artists by the 7th of the following month in which the sale occurred. Checks will not be written until a W-9 form is on file.

**A current biography** for each artist is recommended. Bios are helpful to the sales people in the gallery. The more information they can impart about you and your artwork, the more effectively they can sell.

**Contact Information** – It is the artist responsibility to maintain current, up to date contact information on file at CCAL. This includes name, address, home, business, and cell phone numbers. An email address is required for all artists to maintain a reliable communication between CCAL and the artist.

**Removal of Art Work-** Please call the gallery in advance of removing any artwork. This will allow time to remove and adjust the inventory prior to your arrival.

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**Summer Hours: June - Sept**

Sunday – Saturday 9am-5pm

**Fall Hours: Oct - Dec**

Monday – Saturday 10am-4pm

**Winter Hours: Jan - May**

Wednesday – Saturday 10am – 4pm

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Please retain these pages for your records