

Eastside Artists
Acknowledgement of Policies and Procedures
April 2019

Members and Guest Artists of Eastside Artists have clear responsibilities with the organization, all of which are described in the Policies and Procedures document. Below is an outline of expectations for each participating artist.

- I. Each member and Guest Artist voice is important. Therefore, I agree to attend all scheduled ESA meetings. If I cannot attend, I will communicate with the Coordinator.

- II. Committees are the working groups of ESA. Therefore, I agree to serve on a minimum of one committee. I will serve on the committee (s) circled below:

Publicity Committee	Host Committee	Finance Committee
Mailing Committee	Space Committee	

- III. Pay show fee of \$100 at the fall meeting, plus after the sale, a percentage of artists' totals is deducted to cover any overage in costs for the show. That percent will be subtracted from each artist's sales and is dependent on the entire show's income. In the past the percent has ranged from 1.8 - 4% of an artist's total.

- IV. Attend the spring and fall meetings, notifying the Coordinator in advance if I cannot attend a meeting.

- V. Work three or more shifts during the show (shifts are 3.5 hours each).

- VI. Clearly mark each of your items with price and consistent initials.

- VII. Have a retail sales tax number; giving details to Finance Committee Chairperson by fall meeting. This is mandatory for participating in the show. Sales Tax Numbers are obtainable from the Sales Tax Division of the Iowa Department of Revenue. (Easy application).

- VIII. Maintain a well-stocked booth throughout the entire show.

- IX. Remain after the show closing until clean-up is completed (approximately 7:30pm).

To affirm my acceptance of these responsibilities, I have read this Agreement and offer my signature below:

_____	_____
Signature of Participating Artist	Date

EMAIL ADDRESS: _____

Please note and initial below: Guest Artists may only become Permanent Members if a Permanent Member leaves the group. The By-Laws state that one can apply to be a Guest Artist every year. If a permanent spot opens up, it may only be filled with an artist who has been a Guest Artist in the show 2 consecutive years or more times.

_____	_____
Initials	Date