

**ARKANSAS CRAFT GUILD**  
**MEMBERSHIP APPLICATION PACKAGE AND INFORMATION (Draft rev. 2/2012)**

Thank you for your interest in becoming a member of the Arkansas Craft Guild. This packet contains information about the Guild and about the jury process. It is meant to introduce you to the organization and to guide you through the application process.

The Arkansas Craft Guild was organized in 1962 to promote traditional crafts and to provide marketing opportunities for craft artists. The Guild has since expanded to encompass contemporary crafts and fine arts. Today the Guild operates a retail gallery in Mountain View, Arkansas, sponsors the Christmas Showcase the first full weekend of December in Little Rock, and two Artisans Market on the Square shows in conjunction with the Folk Festival and Bean Fest in Mountain View.

The Guild is a for profit member-owned Cooperative. The member-owners share in the control of the co-op through the board which sets policy and supervises the day to day operations. Members are elected to the Board of Directors at the membership meeting held annually in March. Members have a voice and vote at the Annual Membership Meeting. Dues are \$50.00 per year. Board meetings are open to all members.

**BENEFITS OF GUILD MEMBERSHIP**

Marketing Opportunities:

The Guild operates a year round retail gallery in Mountain View, Arkansas which sells work by juried Guild members exclusively. The gallery operates on a consignment basis with a 50/50% split for all items under \$100. Items \$100 and over are sold on a 60/40% consignment split. Artists are paid for sales on the first Tuesday following the month in which the sales occurred.

The Guild sponsors the Christmas Showcase the first weekend of December at the Statehouse Convention Center in Little Rock, and two Artisans Market on the Square art and craft shows in conjunction with the Folk Festival and Bean Fest in Mountain View. Members are guaranteed acceptance into these shows, receive discounted booth fees and are given booth location preferences over non members participating in the show.

The Guild keeps members informed via email about the most current marketing opportunities including shows, gallery and teaching opportunities.

Member information and links to their individual website are included in the Guild's website, [www.arkansascraftguild.org](http://www.arkansascraftguild.org)

## TO APPLY FOR MEMBERSHIP

Applicants must be a resident of the State of Arkansas. Resident is defined as any person who is domiciled with the state of Arkansas. Domicile denotes a permanent, established home as distinguished from a temporary place of residence. Applicants may be asked to provide a current, valid Arkansas voter registration card, proof of state vehicle registration and/or a valid Arkansas driver's license for the State.

Work may be submitted for two media per applicant and must be designed and executed by the individual applying for membership. Husband and wife will be considered an individual membership with one vote.

Applications are accepted for membership in the Guild in conjunction with the craft shows sponsored by the Arkansas Craft Guild: the Artisans Market on the Square at Folk Fest and at BeanFest and at the annual Christmas Showcase.

Work may be juried on-site at one of these Guild sponsored craft shows or in the Arkansas Craft Gallery. For in-gallery jurying all forms and samples of current work must be in the Guild office concurrent with the Artisans Market on the Square (Folk Fest, the 3<sup>rd</sup> weekend in April, and Bean Fest, the 4<sup>th</sup> weekend of October). No one can be juried at a show without submitting all of the required information as well as application fees in advance of the show.

Note: All applicants must submit completed application forms and information electronically via email or on a CD or thumbdrive.

Application package must include:

1. The completed membership application form
2. A biographical statement of approximately 1 page to be used by the gallery to distribute to customers who ask for information about the artist. The member biography should be complete but concise. It should be accompanied by any publications highlighting the applicant's work. The biographical material will be used on the member's page in the Guild website.
3. Five digital images of your work and one of yourself, preferably at work in your studio, to be used on the website and to prepare artist presentation sheets for the gallery.
4. Two checks:
  - one for the \$15 non-refundable jury fee and
  - one for prorated annual dues and 1 share of Arkansas Craft Guild stock(@ \$10.00).This check will be returned to the applicant if the membership application is unsuccessful.

If you are accepted as a member, you will be encouraged to make your work available in our

gallery. If you are not accepted or do not plan to sell your work in the gallery, you must make arrangements for pickup or return of your work. If you will be personally picking up your items submitted for jurying you must do so within two weeks after notification of the results of the jury. Items left over 90 days will become property of the Arkansas Craft Guild. Items will be shipped back to you at your expense.

5. W-9 Tax Form: This form is required and must be completed and returned to the Guild office. The form requires Social Security or Taxpayer Identification number.

6. Arkansas Sales and Use Tax Permit Number

### Review of Applications

The Standards Committee examines all submitted jury items to determine if the work meets the Guild's standards of design, originality, and craftsmanship. The Guild encourages and promotes excellence in both traditional and contemporary hand-made crafts. Only craft artists who create and market their own original handcrafted work may participate in the Guild. Entries are judged on craftsmanship, design, quality, appropriateness of materials, and the detailed explanation of the artistic process. The Guild accepts handmade (defined as using hand tools or hand directed machine tools), high quality traditional and contemporary functional and decorative crafts and fine art. The Guild does not accept commercially manufactured products or items manufactured from molds or kits, toxicity in a finished piece, or non-original designs.

The Guild Standards Committee evaluations are based on mastery of craftsmanship, originality and overall design and quality of products. Proper labeling (including safety) and packaging are important and are evaluated. Marketability and professionalism are considered. Items should be clean and submitted to the committee as they would be given to the guild shop for display and sale.

The growth of media and techniques in the arts and crafts is ever changing with new techniques and products constantly entering the market. The Standards Committee's goal is to admit and maintain guild members who exhibit competency in their craft, and professionalism in its packaging and display. To this end, an artist's body of work should show the artist's knowledge about the medium, a professional level of technical competency and originality of design.

### Board of Directors Approval

All reviewed applications and Standards Committee recommendations for membership are forwarded to the Board for disposition at the Board's next scheduled monthly meeting. An applicant may be accepted, rejected or rejected with an invitation to re-submit.

Following Board review, each applicant will receive a letter from the President of the Board of Directors indicating the status of his/her membership. A member of the Standards Committee will serve as liaison between the Guild and any applicant asked to resubmit. Applicants accepted into the Guild will receive written notification of the results, a

membership card, and a stock certificate from the President of the Board of Directors within two weeks following the meeting of the Board.

Note: Because Arkansas residency is a requirement of membership in the Guild it is the policy of the Guild that artists who move out of state are no longer eligible for membership at the time of their move.

To maintain our high standards, each member's work is re-juried every five years.

## **SHIPMENT OF JURY ITEMS**

All application information and photos must be digitally submitted either via email or on a CD or thumb drive accompanying the 5 pieces of work.

Please note that there are different addresses for USPS and UPS shipping of work to be juried in the gallery. Please allow for shipping time – items must arrive by their deadlines.

By US Postal Service:  
Arkansas Craft Guild  
Attn: Standards Committee  
PO Box 800  
Mountain View, Arkansas 72560.

Or by UPS:  
Arkansas Craft Guild  
Attn: Standards Committee  
104 E. Main Street  
Mountain View, Arkansas 72560.

### **You may obtain additional information by contacting us:**

870-269-4120  
www.arkansascraftguild.org  
[arkcrafguild@mvtel.net](mailto:arkcrafguild@mvtel.net)

visit the guild website for more information  
www.arkansascraftguild.org