

**Gallery West**  
1213 King Street  
Alexandria, VA 22314

Dear Artist,

Thank you for your interest in Gallery West. Attached please find a membership application and a copy of the membership agreement that you will be asked to sign if you become a member. All media and styles of fine art are welcome -- our only criteria for evaluating your work are excellence and originality.

Gallery West, located on King Street between Washington Street and the King Street Metro station, is the oldest art cooperative in Northern Virginia. The Gallery was established in 1979 and has developed into an important and widely respected cultural institution in the Washington, DC area. As a cooperative, it is completely financed and operated by its members. Because of this, our artists have more freedom of expression than commonly exists at other commercial galleries. You can be experimental in style, medium, and subject matter, expressing your creativity.

Gallery West also sponsors juried and invitational shows. Besides the opportunity to exhibit, you can benefit from the camaraderie of working with our close-knit group. We are happy to share our knowledge about art-as-business, supplies and techniques, framing, shipping, grants, and outside exhibition opportunities. Having experience with the details of how to run a gallery, prepare for exhibitions, and deal with clients and the press have greatly contributed to the success of many of our artists long after their association with Gallery West.

Membership responsibilities include an initiation fee, monthly dues, gallery sitting for one day each month, plus active participation in operation of the gallery by attending gallery receptions and serving on at least one committee or taking responsibility for specific projects or aspects of the gallery's operations.

Membership privileges include:

- A solo show approximately every 24 months at the Gallery
- Inclusion in the monthly group shows at the Gallery
- Inclusion of unframed pieces in our standing bins
- Participation in all outreach and special group shows
- Voting rights regarding gallery concerns
- Resume and art portfolio available for patrons and collectors

For more information, please call or e-mail either of us.

Sincerely,

Susan La Mont  
Membership Co-Chair  
703-349-2353  
susanlamont@cox.net

Mary B. Allen  
Membership Co-Chair  
540-825-3102  
maryallen@vabb.com

GALLERY WEST Membership Application

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_ (Work or cell) \_\_\_\_\_

Email address: \_\_\_\_\_

How did you hear of Gallery West? \_\_\_\_\_

Why would you like to join Gallery West? \_\_\_\_\_

Please describe your artwork. \_\_\_\_\_

When are you available for active membership? \_\_\_\_\_

Your occupation: \_\_\_\_\_

What skills do you have that you would be willing to contribute to the ongoing operation of the gallery (e.g., marketing, computer/website, press releases, financial, etc.)? \_\_\_\_\_

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Please attach your resume as an artist, containing your background, education, training, shows, gallery associations, awards, grants etc., and include a brief Artist's Statement.

Gallery West uses a two step new member jury process: a pre-jury committee and the general membership jury.

1. Applicants forward an application, resume, and a CD with digital images of 10-15 pieces) of their work, at least five of which should be from the past 12 months, to one of the undersigned. The pre-jury committee reviews the submitted material and determines whether the applicant should be presented to the full membership.

2. Applicants passing the pre-jury process will be asked to bring in artwork for review. Quantity varies with the medium and whether the pieces display appropriately in matted or framed condition. Oils, for example, could be 7-10 pieces framed, while photographs could be 10 pieces matted. The General Membership meeting is the first Monday of each month, so applicants will be asked to bring their pieces to the Gallery the weekend prior to the meeting.

Applicants will be notified of jury results by telephone. Enclose a self addressed and stamped envelope for the return your CD. If you are asked to bring in artwork for the full membership to review, you are responsible for picking up that work at the Gallery within two weeks, regardless of the jury outcome. Gallery West will take all reasonable care in safeguarding applicants' CDs and artwork, but is not responsible for their loss or damage. Please read and sign the following agreement:

I understand that Gallery West, as a cooperative, depends on the active involvement of each member in the daily operations of the gallery. Participation in membership meetings and on work committees is essential. I further understand that membership

financial obligations include a one time \$180.00 Non-refundable Capital Investment charge upon joining, and monthly dues of \$135.00.

Signature and Date: \_\_\_\_\_

Thank you for your application. Please call if you have questions.

Sincerely, Susan La Mont  
Membership Co-Chair  
703-349-2353  
susanlamont@cox.net

Mary B. Allen  
Membership Co-Chair  
540-8253102  
maryallen@vabb.com

Checklist for Applying:  
Application.

Resume and Artist's Statement.

A CD with approximately 10-15 digital images. Be sure your name is on the CD.

Self-addressed stamped envelope with which to return the CD.

E-mail or call Susan La Mont or Mary Allen so they'll be looking for the packet.

GALLERY WEST, LTD.

See next page for Membership Agreement.

## Membership Agreement

Whereas I have been accepted for membership in Gallery West, Ltd (“the Gallery”);  
and

Whereas I wish to take advantage of the rights and privileges of membership in the Gallery, including, among other things: the right to exhibit my art work at the Gallery on a regular basis and at off-site Gallery exhibits as opportunities arise; the right to solo shows of my work in rotation with other Gallery member artists; the right to have my work displayed on the Gallery’s website; and participation in a mutually supportive community of other artists; and

Whereas I recognize that, as an artist-owned and operated gallery, the Gallery’s successful operations depend on the full cooperation and support of its member artists; Now, therefore, for good and sufficient consideration, I hereby agree:

1. To read and adhere to the Gallery’s by-laws including, in particular, Article X regarding membership.
2. To pay a \$180.00 non-refundable initiation fee upon joining the Gallery.
3. To pay dues promptly in accordance with the by-laws. I acknowledge that dues are paid in advance on or before the 15th of the preceding month.
4. To gallery sit twelve times a year, normally on a once-per-month basis. I agree that, if I am unable to fulfill a scheduled sitting date, it is my responsibility to arrange for a substitute, either by exchanging sitting dates with another member or by paying a substitute, and to notify the member in charge of maintaining the sitting calendar of the change.
5. To participate actively in the duties and operations of the Gallery through at least six hours per month of service on committees, carrying out individual duties or projects, and/or service as an officer or as a member of the Board of Directors.
6. To attend monthly gallery meetings and gallery receptions on a regular basis.
7. To submit current and professionally presented work for exhibition at the Gallery and to keep bin works current and in good repair.
8. To familiarize myself with the procedures, policies, and operations of the Gallery and to comply with all applicable procedures and policies.

9. To obtain the written approval of the President for any use of the gallery or any gallery-owned equipment or supplies for purposes other than normally scheduled Gallery operations and events.

10. To retain ownership of all my artwork exhibited at the Gallery and to permit the Gallery to act as agent for the sale of such work.

11. That the Gallery shall withhold a 30% commission from the proceeds of all works sold from the Gallery and that I will pay a 10% commission on the sale of work not displayed in the Gallery if the sale resulted directly from the purchaser's visit to the Gallery.

12. To hold the Gallery harmless for any damage to, or loss or theft of, any artwork.

13. To provide at least three months' advance notice before resigning as a member of the Gallery.

14. To take appropriate precautions to safeguard the security of the Gallery, including accepting responsibility for the key to the gallery issued to me. In particular, I agree to safeguard the key; not to make copies of the key or loan it to individuals not associated with the Gallery; to ensure the Gallery is locked when I leave; and to return the key to the Gallery when my membership ends.

AGREED TO BY ARTIST: \_\_\_\_\_ Date: \_\_\_\_\_

ACCEPTED FOR GALLERY WEST, LTD. BY OFFICER: \_\_\_\_\_

Date: \_\_\_\_\_