



Bellefonte Arts Membership Agreement 2025/2026

Bellefonte Arts LLC, circa 2011, provides local artists the opportunity to join a collective of artists who create, exhibit, teach, and support creativity in Bellefonte, Delaware.

MEMBER PHILOSOPHY: “A R T S”

Actively participate in BELLEFONTE ARTS' (BA) creative efforts and community.

Respect and support other artists' artistic endeavors.

Take part in all the opportunities and benefits that BA offers.

Share BA's membership opportunities, its classes, and its events with your followers, friends, and audience.

IN-HOUSE ARTIST MEMBER ELIGIBILITY

- Artists must be eighteen (18) years or older.
- Emerging artists under eighteen (18) must have parental consent.
- Artwork must be the original work/product of the artists (no third-party).
- Artists must commit to at least a one year Membership (In order to achieve audience building.) Membership continues until terminated by Artist or Bellefonte Arts.
- Artists must consent and submit to peer review for membership acceptance.
- If your annual sales payments from Bellefonte Arts, LLC is over \$600* Artists will be required to fill out an IRS form W-9 so you can receive a 1099 form from Bellefonte Arts, LLC. *amount may vary due to changes in Federal Tax Laws..
- Artists must have access to paying their monthly rent through our Square Payment Systems. Emails are sent out on the 1st of each month, and payment is due promptly. Square accepts credit cards, debit cards, ACH transfer, or Cash App.
- Monthly commissions to artists are currently sent via Paypal, but may change over to Square or Quickbooks electronic payments. Paper checks are no longer issued.

- Artists must be eligible to volunteer regularly at Bellefonte Arts - in shop, events, or online support.

IN-HOUSE ARTIST MEMBERSHIP FEE

Membership Fee covers the cost of your designated space in the BA Art Shop (priced according to the space that is agreed upon). Fees are to be paid monthly via Square recurring invoice.

Wall Spaces: \$35-\$40. 2ft or 2.5ft wide, floor to ceiling. Some spaces allow for a print rack.

Shelves: \$25 small shelf, \$30 large shelf.

Display Cases: shelving varies. (1/2) Large: \$55, (1/4) Large \$27.50

Window: \$30

Glass Cube Shelf: \$15 per glass square

Miscellaneous: as agreed upon

Membership benefits includes opportunities for you to:

- become a part of a vibrant artist community
- exhibit your artwork to the public in our gift shop
- use the in-house photography area*
- use the Artist Demo area*
- host an in-house trunk show of your extra work in the workshop area*
- participate in Shop and Stroll events
- participate in our in-house events
- participate in Art Loop/First Friday events at BA
- teach classes with 20% commissions to BA (non-members pay 30%)

*The Workshop area is where the photography area, demo area & trunk show tables are located. Use of the Workshop area is prioritized by BA Events, BA Scheduled Classes, BA Artists working regular monthly shifts, then BA Artists working their every 3 month shift. If it is on a busy shopping day, we may not have the workshop tables available, but if they are, we will give priority to artists covering the shifts that day if they are available for a Trunk Show or Make and Take.

*Artists must understand that the priority during shop open hours is to sell BA artist work and provide customers with a positive visit, which may include explaining your work to customers if you are using the Artist Demo area.

Membership (after 1 year) includes a discount on the Artist Vendor Fee for a 10'x10' booth during the annual Bellefonte Arts Festival (3rd Saturday in May, rain date Sunday after.)

Membership offers a waived vendor fee for Shop & Stroll, and BA sponsored pop-up events based on a first to sign up and space availability basis. Bellefonte Artists must sign up for a spot during the “open to BA artists” call for registration. Once that time period closes and we offer spaces to paying vendors, you may not be guaranteed a space.

Members will have a designated google folder for them to upload images and share information about their new work, upcoming shows, etc. The information in this folder can be accessed by a few selected committee volunteers for helping to promote individual artists' work through social media, newsletters, calendars, etc.

Members please use @BellefonteArts and #BellefonteArts to tag us on your social media posts.

Artists in good standing will be listed on the BellefonteArts.com website, and must provide the following through their Artist Google Folder or email to: BellefonteArts@gmail.com:

- Artist Name and Business Name.
- Photo representing work (landscape orientation) with description
- Medium(s).
- Short Artist Statement or Bio.
- Website URL OR Artist Linktr.ee URL (preferred).

We reserve the right to update your artist photo and info on our website to represent the work you have on display in the shop. We understand it is sometimes hard for artists to keep up with all the details of changes over time, and as our goal is to help sell your work in the shop and to keep our website updated and fresh, so we may update accordingly.

COMMISSION

Bellefonte Arts will retain 20% of all in-house sales from products sold and 20% from workshop and class fees.

SALES PAYMENTS

Artists are required to have a PayPal account where sales payments will be sent by the 10th of the month (we must have your email on file for PayPal). You must access PayPal online and transfer your payment to your bank. PayPal may charge a fee when you receive a payment, especially if you are set up as a business in PayPal. PayPal is our current payment method (2025) and is subject to change with advancements in our banking programs.

HOLIDAY/SEASONAL MEMBERSHIP: Holiday/ Seasonal Artists may display and sell new or seasonal work at BA for 2 to 3 months. Seasonal artists will pay a set price for the space they are using and 30% in commissions on any sales during that time. These artists will not be eligible for Bellefonte Arts Festival/ Shop & Stroll artist vendor discounts.

MEMBERSHIP PAYMENT: BA members will receive monthly invoices for membership. Membership fees are due, and are to be paid promptly, upon receipt of invoice. Membership fees automatically renew. *See Termination.* Bellefonte Artist Members will be signed up through our Square system to receive recurring invoices on the first of the month. There is an option for artists to have a cc on file through square (not through Bellefonte Arts as we do not have access to your account information).

- Payments will be automatically processed on the first of the month.
- Square currently (2025) allows you to choose to use a credit or debit card, ACH transfer from your bank, or CashApp.

DELINQUENT MEMBERSHIP FEE: If a Membership Fee is not paid within five (5) days of its due date, artists will be notified by email to make arrangements for payment. If payment has not been paid by the first day of the following month (estimated 30 days depending on the months), the artist will incur a late fee of 10% of their monthly fee. This fee will be sent as an additional invoice and BA will contact the artist directly via email or phone call in an attempt to receive payment.

If no arrangements have been made to pay membership by the first day of the second delinquent month (estimated 60 days depending on the months), the artist will incur a late fee of 20% of their monthly fee that must be paid before the artist picks up their work.

By the 10th of that second delinquent month (estimated 70 days past due, depending on the number of days in the months), if the artist has not replied to BA and has not made payments towards back rent due, the remaining artwork will be forfeited to Bellefonte Arts and the sales of said artwork is forfeited to Bellefonte Arts, and membership will be considered terminated. Bellefonte Arts reserves the right to re-price the forfeited artwork as deemed necessary.

Please check your spam folder or reach out to Marsha if you did not receive your invoice by the second of the month. If you set up automatic payment, you will just receive a receipt of payment.

If you know you are going to have a hard time making your monthly payments, please let us know as soon as you are aware of your financial situation and we can make appropriate arrangements. Reach out to Kara, Marsha or Valerie and don't let things get away from you. Nobody wants to deal with an ugly termination situation.

MEMBERSHIP TERMINATION

All artists must submit a **THIRTY (30) DAY TERMINATION NOTICE** via email and/or U.S. Postal Mail of Intent to Terminate. Membership fees must be paid for the following month that the 30 days goes into and items must be removed by the end of that month. Any items left in the shop after that last paid month are considered forfeited to Bellefonte Arts and the sales of said artwork is forfeited to Bellefonte Arts.

BELLEFONTE ARTS reserves the right to terminate artists' Membership at its discretion, for any and all reasons, and with or without advance notice.

BELLEFONTE ARTS is not responsible for theft or damage to artwork/merchandise. It is the artist's responsibility to take measures to prevent theft of artist artwork through use of display deterrents, etc.

EXHIBITING MEMBER EXPECTATIONS

- All in-house artist members should expect to volunteer a minimum of 5 hours per quarter.
 - This can include a shift in the shop as checkout or greeter, Art Loop setup/take down, staffing shift or organizing for a special event, housekeeping in the shop, Festival helper, Shop and Stroll staffing, etc.
- All artists should know how to use the square retail POS system (training is available) and have an understanding about handling artwork in the shop.
- All artists must keep their display areas updated with new work.
 - Artists need to refresh their space frequently. Ideally every month, but no less than every 3 months (think seasonally), even if you are just rotating your stock.
 - Work that is cohesive, unique, themed, seasonal appropriate, celebration or gift giving, and priced appropriately (especially not too low as that can undercut the value of your work and of other artists' work) sells best in our shop.
 - Artists with higher priced work are encouraged to bring in prints, cards, stickers, etc. of their work as having a variety of price points seems to do well in the shop.
 - We have a shared card rack and seasonal displays for all artists to use.
- All artists must mark every item of their work clearly with the 3 Letter code assigned to them and a price. No Exceptions!
 - Please make sure the tags you are using will stick to your work and are not so old that they are unable to be read or do not adhere.
 - All items sold as a “pair” such as earrings must be on an earring card.
 - If your item is priced for example \$3 each or 2 for \$6, your price tag must have ALL of that information on it along with your 3 letter code.
 - Signs in your area designating a price or sale may not work as the person selling your item may not have the time to go find it. Please mark every item with the selling price and your 3 letter code.
 - Larger paintings, prints, etc should have an “art label” displayed with that piece. Art Labels should be formatted in a clean font such as: Arial 12pt
Title
Artist Name, Year Created

Medium, Size,
Price and 3 letter artist code.

Art Labels that are printed and cut out look the best. If you do not have access to a printer, you can create a google doc in your artist folder or email your printable file to the shop email and have it printed when you are there. A paper slicer in the shop that you can use to cut them to the correct size (1- $\frac{3}{4}$ " to 2" tall by a uniform width 2-4").

- Inventory and Sales Record Details:
 - Every artist is responsible for keeping track of items in their space. You can keep track on paper or by taking a photo of your area.
 - Your Business Name/Artist Name is a “category” within our square system. Your individual price points will be the “item variations” within your category.
 - If your inventory is vast, we may choose to only use price points, not item codes as that becomes tedious to maintain when you update your area, and artists rarely remember to email a detailed list of changes to Marsha.
 - You must provide a list of your item price points for us to input into the square system, this includes any price increases as well as additional price points when you bring in new items. You may email this list to Marsha or even text a clear image of the list to her.
 - If you have specific item codes, those must be clearly marked on the item tag along with your 3 letter code and price.
 - All artists will have one blank “variable” price item within their category just in case your price points are not updated thoroughly.
 - Please communicate directly with Marsha for details on your items in our Square system.
 - It is ideal if you group your inexpensive items (\$2 and under) into a bundle (ex: sticker packs, card packs) and try to keep things at whole dollar increments.
 - You may email Marsha for a list of the items sold in a particular date range, and she will run a report via Square for you. Because we are volunteer based, we do not take the time to do this unless it is requested.
 - Volunteers staffing the counter are not responsible for the square system, and should not be asked for a report or to update your items. If you are working the counter, you should not be entering new items, editing items or running reports.
 - We can also run an end of year report for you for your category sales upon request.
 - Any direct square reports will not have the Bellefonte Arts 20% commissions removed from sales amounts.

WORKING MEMBERSHIP DISCOUNTS

Our shop stays open when we have people step up to volunteer their time to work in the shop to sell BA artwork. When more people schedule regular time to cover shifts a month in advance, we can expand our open shop hours.

Shop Staff:

All staff will receive BA in-house training.

Full Time Volunteer Staff working every month for 5 hours a week (minimum 20 hours a month) earns (50%) off their rent for 1 space the following month.

Part Time Volunteer Staff working every month equivalent to 2x 5 hour shifts per month (minimum 10 hours a month) earns (25%) off their rent for 1 space the following month.

Leadership Discounts:

Artist members who have taken on responsibilities of chairing a committee, or taking on a larger role of leadership will be entitled to between 50% and 100% membership discounts depending on the task and space rented.

LEADERSHIP POSITIONS:

Education Coordinator: Marsha Minutella & Terry Foreman

Social Media Coordinator: Kara Hinson & Terry Foreman

Onboarding Coordinator: Nancy Butler & Marsha Minutella

Planning Committee Coordinators: Stephanie Hinson & Kara Hinson

Artist Communication Coordinators: Marsha Minutella, Terry Foreman & Kara Hinson

Festival Coordinator: Valerie White (Seeking trainee)

Staffing Coordinator: Stephanie Hinson (Trunk Shows, Demo, etc, also see Marsha Minutella)

Website and Newsletter Coordinator: Terry Foreman

Square Updates and Training: Marsha Minutella

Accounting and Bookkeeping: Valerie White

Facility Manager: Brenda Williams

Shop Repairs: Steve Pepper

BELLEFONTE ARTS MEMBERSHIP ACKNOWLEDGMENT

I have read, understand, and acknowledge all the components of this Agreement and the Membership Expectations and agree to abide by all its terms and conditions. I further agree that by signing this Agreement, I release and hold harmless Bellefonte Arts, LLC, and its Members from any and all liability, injury, damage, theft, or loss to person or merchandise for any causes whatsoever.

Member Signature & Date

If you are not accepted as an in-house artist member, please consider joining us through our Associate Artist Membership. Details for application and associated annual membership fee for that can be found on our BellefonteArts.com website.

MISSION: Bellefonte Arts' purpose is to provide a safe, supportive, inclusive environment for local artists and artisans, to provide support, to instill life long learning to adults, to facilitate artistic endeavours, for education, to enrich quality of life, and to strengthen community connection through artistic expression.