

**Hands Gallery**  
**543 West King Street**  
**Boone, NC 28607**  
**828.262.1970**

Dear Prospective Members:

Hands Gallery is a cooperative and currently enjoying over 25 years of successful operation. We consist of approximately 20 members who display and sell their crafts and cooperatively operate the gallery. Since each member is responsible for keeping the gallery open at their respective time, handling the cash flow, participating in management decisions, attending membership meetings and maintaining the gallery, our jury requirements are stringent. With these stringent standards we have built quite a strong business.

Our cooperation is as vital to our success as are our crafts. The basis for this cooperation is the trust and respect we have for each other. This allows us to work steadily towards the growth of Hands and all of our members. This is why we ask that you include the information requested on the application form.

Hands juries are traditionally held on the second Tuesday of January, March, May, July, September and November. Please check for deadlines on the application form.

There are a few points to consider before completing the application and submitting your work to be juried.

You are essentially applying to be a partner in a retail crafts gallery business. If you are accepted, every member must meet the following requirements:

- Pay the \$100.00 initiation fee, either up front, or have it deducted from your first month's sales.
- Commit to the business both functionally and financially, for a minimum of six months.
- Work all of your scheduled hours in the gallery or pay a substitute to work them for you. Penalties will be assessed if your hours are not covered.
- Train for a minimum of eight hours on gallery procedures before your first scheduled work day.
- Build and maintain your own display including pricing of each item and labeling each piece with your member code.
- Read, understand and adhere to all bylaws and operating policies.
- Attend meetings.

Also, a sales commission and possibly a maintenance fee will be deducted from your check each month. If you have no sales, you're still expected to pay the maintenance fee, as well as the initiation fee. If you are accepted, there will be a six-month probation period during which you will be unable to vote on gallery proceedings. Some time after the probation period and acceptance as a member in good standing, you will be expected to serve on a committee and/or become a member of the Board of Directors.

We ask that you provide three letters of reference. Please have your chosen references of recommendation submit their letters to Hands no later than TWO WEEKS before the jury date. You will not be eligible for jurying if these letters have not been received! Letters should be addressed to Hands Gallery, attention Jury Chairperson, at the address above.

Please bring or send your crafts and a completed application to the gallery at least TWO WEEKS before the jury date. These craft items should reflect the full range of work you wish to display and sell. Include at least 5 pieces. If your items are not accepted and need to be returned by

mail, please include cost of shipping and insurance. If items are accepted this amount will be returned to you.

Every precaution is taken to make sure the items you leave to be juried are safe. However, please understand that Hands is not responsible for theft or damage. Please make note of the statement to be signed by you at the end of this form.

The Jury Chairperson will notify you within 7 days after the jury as to our decisions concerning your acceptance. If accepted, you will be expected to train under the New Member Trainer during the first month of membership to learn gallery procedures and to work regular member hours (approximately 2 days per month, depending on the current number of members) during the second month you are a member.

Our focus is on the word "cooperative". All members are treated equally and fairly and no one will receive special treatment or compensation except in rare cases as deemed necessary by the Board of Directors. For over 25 years we have pulled together to make this a profitable venture and a great experience for each artist.

We are located in downtown Boone on West King Street (highway 421 business) next to McAdoo's restaurant. Call the gallery at the number above if you have any questions, or if further directions are needed. Good luck.

Regards,

Jury Chairperson

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**Application for Membership**

Criteria for jurying work:

1. Originality of design
2. Creativity
3. Craftsmanship
4. Appropriateness to Hands Gallery's image
5. Reasonable pricing
6. Fitness of material to the object

Date: \_\_\_\_\_ Medium to be juried: \_\_\_\_\_

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

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

Phone: (Home) \_\_\_\_\_ (Office or Studio) \_\_\_\_\_

List each item you are jurying and the retail price: **(Minimum of 5 pieces)**

DESCRIPTION	RETAIL PRICE
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Please list the three persons who will be writing your letters of reference on behalf of Hands. They can be teachers, fellow workers, suppliers, shop owners, or any responsible person with whom you have dealt with in the past.

1. Name:  Address:  Phone:
1. Name:  Address:  Phone:
1. Name:  Address:  Phone:

Please submit a written résumé that includes the following information:

- Education
- Work experience
- Where your crafts are or were marketed, and if you have other outlets
- How long you have been doing your craft
- How long you have lived in this area

Basic requirements for membership in Hands:

- All work must be made by the artist himself or herself
- Artists must live within a 50-mile radius of the gallery
- Artists must follow all procedures for jury
- Artists must be accepted by a positive vote of  $\frac{3}{4}$  of the current members

Next jury date: \_\_\_\_\_

Deadline for reference letters, completed application & crafts to be juried delivered to the gallery:

\_\_\_\_\_

I understand that Hands Crafts Association, Inc. will not be held responsible for the craft items I leave at the gallery for jury.

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