



## Application Guidelines

UP~Scale Art is a retail gallery & arts center located at 109 W Superior , Munising, Michigan. UP~Scale Art is owned and operated by the Munising Bay Arts Association, LLC. It is our goal to promote the arts within the community and surrounding areas. This arts center houses the "UP~Scale" juried retail arts shop and provides a place for holding art classes. Artists from around the Great Lakes Area may apply to sell their creations.

The center operates year 'round having regularly scheduled hours from April through December (open season), but is open by appointment only during January, February, and March. The center is run co-operatively, meaning all displaying Artists share in the operating costs by payment of an annual fee at the start of each contract year, currently \$240. This fee can also be broken up into three installments of \$85 for each of the first three months of the contract. In addition to the annual fee, a commission fee will be assessed on all sales. There are five levels of commission rates. For the artist who chooses the non-working artist contract, a commission of 30% shall apply. For the artist who chooses the working artist contract, the amount of commission taken by the gallery will be determined by the number of days the Artist worked that month. The following levels will apply: Worked 0 days = 30%; Worked 1 day = 25%; worked 2 days = 20%; worked 3 days = 15%; worked 4 days, 10%. Artists are welcome to apply anytime during the year.

To apply, the artist must first submit an application along with a fee of \$25 and high quality digital photos of their artwork. If the artist's application is approved, a date and time will be set to meet with the artist at the center to drop off this/her inventory, sign his/her contract, and collect the seasonal payment. Artists will only be allowed to sell items in their approved mediums/genres; anything new must be juried in and will require a new application and fee. All items sold under an artist's contract must have been made by that artist. Artist couples who work in the same genre creating things jointly may apply as one entity. Artist couples who work in different media/genres, each creating their own works, must apply separately. The \$25 application fee is not required when/if the art center/artist chooses to renew his/her contract. If an artist decides to leave the center but later wishes to return, a new application with fee will be required and the artist will be considered on a space available basis.

Artists will be paid via mail on a monthly basis for any sales made the previous month. All credit card processing fees and sales tax submissions will be the responsibility of the art center.

Application with \$25 fee should be submitted to: UP~Scale Art, PO Box 735, Munising, MI 49862. Photographs should be submitted electronically to: [upscaleartgallery@gmail.com](mailto:upscaleartgallery@gmail.com), with associated artist's name in the subject line. Photos should be high quality JPEG format, minimum 1500 pixels wide. The applying Artist should also include a separate bio and a description of his/her art.