



# Display Onboarding Packet

This information will help guide you through the principles, procedures and ways we can help improve your art business. Please make sure you sign the necessary forms and mark/check off the appropriate items.

If you have any questions, please feel free to call or email [Hello@FoundryPortHuron.com](mailto:Hello@FoundryPortHuron.com).

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## About Foundry

### Home for Creators

From painters and potters to performers and poets, Foundry is the “Home for Creators” in Michigan’s Thumb Coast. We invite you to connect, engage and contribute to our community of creators within our shared workspaces and rentable specialty and event rooms.

Here’s what we have to offer:

- Workspaces for fine artists, potters, sound recording, photography, videography, musicians and more
- Sales Gallery for all forms of art
- Online Shop for Gallery
- Event Space for rent
- The Coffee Bar at Foundry

## Statement of Ethical Principles

Foundry promotes the highest standards of ethical behavior. In recognition of the importance of the public good and to enhance the quality of arts and culture in our community, we adopt and use these ethical principles.

**Accountability and Transparency:** Foundry members take responsibility for their actions and communicate truthfully with open communication. Members work together as a network to enhance all members, customers, patrons and students.

**Diversity and Inclusiveness:** Our members seek diversity and inclusiveness in art and the people we extend these resources to in the community. We ensure that a range of perspectives contributes to the personal growth and expanded awareness in the development of the artists’ mission.

**Governance:** The Foundry’s governing body understands and embraces its responsibility to oversee the mission, finances, and operations of the Foundry with integrity.

**Respect:** Members interact respectfully with each other Staff, Instructors, Customers, Donors and Patrons.

**Equity:** Members are committed to recognizing and appreciating the achievements and contributions of all, and to holding each to the highest standards of ethical behavior.

# Gallery Protocols

1. Only original work will be accepted.
2. Art will be installed in the gallery. After showing, artwork will be removed and put into a hold and you will be notified.
3. Once artwork has been taken down, the artist will receive an email to schedule pick up of artwork. If work has not been picked up within 3 months it becomes the property of Foundry.
4. Artists displaying in the Desmond Gallery need to be aware that the glass is not UV protected, so there is a slight risk of bleaching.
5. If an artist has special instructions about his/her pieces, a note should accompany those pieces.
6. All wall art must be hung with wire. It must be framed or gallery wrapped. Gallery wrapped art must be stapled on the back and sides painted. Foundry reserves the right to reject art that is not ready to hang/install. Three-dimensional pieces must have a sticker attached to identify each piece. Bin pieces should be neatly wrapped or in a sleeve.
7. All items must be marked with the name of the artist and name of artwork matching the inventory sheet.

## ***Commissions***

- Artist Members who display art at Foundry will pay a 15% commission
- Non-member artists who display at Foundry will pay a 30% commission

# Art Intake Sheet

Name \_\_\_\_\_ Email \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 \_\_\_\_\_



**Hold Harmless Agreement:** In consideration of Foundry agreeing to display this work, I hereby loan to Foundry in Port Huron, MI the listed Artwork(s) below for the purpose of sales and/or display. I further agree to the sales prices listed below and that Foundry will be entitled to collect a commission of said price. I release, save and hold harmless Foundry, its agents and employees of any liability that may arise by damage, loss or theft while said work is in possession of Foundry. Foundry Agrees to display for sale the items listed below at the prices as noted. Foundry further agrees -- though not responsible for promoting art in private shows -- to promote the sale of said items and will use every precaution to ensure the protection and security of the listed items.

Artist Signature \_\_\_\_\_ Foundry Signature \_\_\_\_\_  
 Date \_\_\_\_\_ Date \_\_\_\_\_

Qty	Title/Description	**Artist's Item #	Media	Min Price	Sug. Price

# **Artwork Display**

## **Hold Harmless Agreement**

To the fullest extent permitted by law, I agree to defend, indemnify, and hold harmless Foundry Inc. and the Board of Trustees, Directors, Staff, Instructors, and Volunteers, against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from Foundry Inc., James C. Acheson Foundation, the City of Port Huron and the St. Clair County Community Foundation by reason of personal injury, including bodily injury or death and/or property damage, including loss or use thereof, which arises out of, or is in any way connected or associated with my artwork display.

By signing this document, I agree that I have read and understand the above statement and that Foundry Inc. is not responsible for loss or damage to any of my property displayed at Foundry.

\_\_\_\_\_  
**Signed**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name**

## Foundry Display Process

1. Artists must fill out [Foundry Display Application](#) on the website which will be emailed to Foundry
2. Foundry art curator will review application and approve or deny submissions.
  - a. Denied artists can reapply in the future with new art
3. Approved artists will be onboarded by:
  - a. Filling out and signing the **Foundry Display Onboarding Packet**
  - b. Meeting with Gallery Manager for a tour of Foundry and to drop off ready to display art.
4. Bi-quarterly Foundry will email Foundry Display Artists asking for art that fits a particular theme.
  - a. Artists will email photos of their submissions for that quarter's theme to be approved or denied by Foundry's Art Curator
  - b. Art is more likely to be chosen if it has a small paragraph of story-telling or an artist statement to accompany it.
  - c. Gallery Manager will set up drop off times for approved pieces
5. At the end of the bi-quarterly display all art not sold will be picked up by the artist.
  - a. If art is not picked up in a timely fashion it may be placed in Foundry's donation collection or stored. This is up to Foundry's discretion.
6. Sold art...
  - a. will be tracked by the Gallery Manager.
  - b. Artists will receive a check for the items sold, less the consignment fee, bi-quarterly.
    - i. Foundry Members pay 15% consignment fee on all pieces sold
    - ii. Non-members pay 30% consignment fee on all pieces sold

## **Standards for Art Submission**

- All two-dimensional work **must be ready to hang**. This means that paintings are **wired (please, NO Sawtooth** or other similar hanging apparatus). The wire should be taut and not exposed above the top edge when it has been hung.
- All three-dimensional art and sculpture must be submitted with proper base, support or hanging apparatus.
- Paintings must be framed or be on gallery-wrap style canvases with sides painted to accent work. Staples must be on the back, not on the sides or visible.

## **Standards for Jewelry Submissions**

- Work must be well made and authentic in design. No kit jewelry, manufactured charms, or mass-produced items.
- Spend some time wearing your own jewelry, making sure there are no poking wires, clasps function properly and that necklaces drape well on the body.
- Jewelry shall be presented in a professional manner, no baggies or boxes will be included in display areas. Earring cards can be white or black, whatever color best accentuates the jewelry. Artists are encouraged to submit their bio and contact info so an artist postcard can be available to customers.

## **Standards for Pottery Submissions**

- All clay media must have finished bottoms and unsharp edges.
- Wall pieces should have professional and durable mountings
- All cookware/servingware needs to be labeled food, microwave, dishwasher safe or not.

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____  <input type="checkbox"/> Other (see instructions) ▶ _____	Exemptions (see instructions):  Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number									

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

**Sign Here**

Signature of U.S. person ▶

Date ▶

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** The IRS has created a page on IRS.gov for information about Form W-9, at [www.irs.gov/w9](http://www.irs.gov/w9). Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

**Note.** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.