FACULTY GALLERY RULES & APPLICATION FORM

This exhibition space is an opportunity exclusively for our current faculty members to sell work directly to the public. The opportunity to sell year round is beneficial in its exposure, sales opportunity and its ability to market for the classes that you teach! The Indianapolis Art Center ranks consistently as one of the top galleries in the city and we know that a major part in that is the diverse group of instructors that support us. We hope you join us in this opportunity to sell your work and further enhance our communities experience while at the Indianapolis Art Center.

Features in the Gallery:

It is our hope that the Faculty Gallery is a place that provides opportunity for the purchase of original artwork at many price levels. That is why we have introduced a cup and small vessel wall as well as a shelf display for unframed print sales.

Rules/Procedures:

Faculty may submit 1 artwork for standard display and up to 4 cups/small vessels/prints etc.

*The Exhibitions department will reserve the right to limit the number of items accepted in order to maintain a well balanced display.

What Can I Display?

The work you display can be reflective of the class or classes you teach at the Art Center, but that is not a requirement. While this is a good way to push interest in the courses you offer, the primary purpose of the Faculty Gallery is to provide a sales opportunity for you. What you choose display is your decision.

2D work should be at or under 24 inches by 32 inches
3D work should have a footprint no larger than 14 inches by 14 inches.

*Please contact Shannon Strock, Exhibitions Associate, at SStrock@IndplsArtCenter.org or 317.255.2462 ext. 2471 if you have concerns or special needs regarding artwork size.

Sales:

The Indianapolis Art Center will take a 35% commission of all sales, which is consistent with all other Art Center exhibitions and student gallery shows. Unlike our other exhibitions, work sold in the Faculty Gallery may be taken home by the purchaser immediately. Sales are pulled once at the first of every month and checks will be mailed out for purchased works. Check requests and payment can take a couple weeks after the sale is pulled. Note that the purchaser info will not be captured in the POS.

* PLEASE MAKE SURE TO FILL OUT THE ATTACHED W-9 FORM FOR OUR ACCOUNTING RECORDS. YOU WILL ONLY NEED TO DO THIS ONCE PER CALENDAR YEAR. Thank You!

Safety/Insurance:

All artwork in the Faculty Gallery will be insured while in possession of the Art Center. Jewelry and small 3D works will be kept in locked cases, to which only the exhibitions department and guest services will have keys. All Ceramic and Glass work will be waxed down with the exception of cups and small vessels on the cup wall.
**Application Procedure:**

1. Artists interested in displaying their work will submit a completed application found on the following pages. The completed application must be submitted either by email or a paper copy turned in to TJ Samuels mailbox in the staff mail room. *All fields on the manifest MUST BE COMPLETED to be eligible for display.*

2. I will send an email communication to accepted artists upon submission of the artwork manifest. Work will be accepted on a first come first serve basis. All remaining applications will be put on a waitlist for rotation.

3. Once accepted, works may be turned in to Guest services. *Please make sure all work turned in is labeled (Labels can be found on the application.) For safety and consistency in procedure, works may NOT be dropped off in the staff office.*

4. Rotation Cycle: When a work sells in the faculty gallery the waitlist will be evaluated and the next appropriate applicant will be contacted to display their work.

5. Works that do not sell within a 4 month period will be removed and the waitlist will be evaluated for the next appropriate applicant. *In the case that there is no applicant on the waitlist we will contact the artists and request that a new piece be displayed in its stead.*

   **If information needs changed on a piece being displayed, a new application must be turned in and noted what is to be changed. (Price, description etc.) UNDER NO CIRCUMSTANCE SHOULD LABELS BE EDITED DIRECTLY ON WALL WITH PEN.**

**Cup Wall/Print Bin:**

Works for the cup wall and print bin will follow the same procedures for submission as stated above. Faculty may submit 1 artwork for standard display and up to 4 cups/small vessels/prints etc. (The Exhibitions department will reserve the right to limit the number of items accepted in order to maintain a well balanced display.)

Prints can vary in size UP TO 18”x24”. When bringing in prints please make sure that they are protected and not loose. The Exhibitions department will back and cello-wrap each print submitted to ensure consistency in display.

**Dates to Remember:**

April 27<sup>th</sup> - First Applications Due. *Applications will continue to be accepted after this time period but will be placed on the waitlist.

May 2<sup>nd</sup> - Artwork Installed.

If you have any questions please contact Shannon Strock, Exhibitions Associate at SStrock@IndplsArtCenter.org or 317.255.2462 ext. 2471.

PLEASE COMPLETE APPLICATION & W-9 ON FOLLOWING PAGES.
**Request for Taxpayer Identification Number and Certification**

**Part I  Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally 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.

**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.

**General Instructions**

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

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (TIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

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. See What is FATCA reporting? on page 2 for further information.

**Print or type**

Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

**Business name/disregarded entity name, if different from above**

Check appropriate box for federal tax classification; check only one of the following seven boxes:

- Individual/sole proprietor or
- Corporation
- Partnership
- Trust/estate
- Single-member LLC
- Limited liability company

**Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):**

- Exempt payee code (if any)  
- Exemption from FATCA reporting code (if any)  

**Print or type**

Address (number, street, and apt. or suite no.)

City, state, and ZIP code

List account number(s) here (optional)

**Sign Here**

Signature of U.S. person  

Date  

Form W-9 (Rev. 12-2014)
Faculty Gallery Application

Please complete the following information and email to SStrock@IndplsArtCenter.org. Please retain a copy of this form for your own records.

Date: ___ / ___ / ___  Name: ___________________________

Instructor of: ________________________________

**1. Title of Work:** __________________________________
**Medium:** ______________________________________
**Credit line (if any):** ___________________________
**Insurance Value:** _____________________________
**Desired Sale Price (if different):** __________________
**Size or Description:** __________________________

**Artwork For Faculty Gallery**
Name: __________________________
Title: __________________________

**Artwork For Cup Wall / Print Bin**
Name: __________________________
Title: __________________________

**Artwork For Cup Wall / Print Bin**
Name: __________________________
Title: __________________________

**Artwork For Cup Wall / Print Bin**
Name: __________________________
Title: __________________________

**Artwork For Cup Wall / Print Bin**
Name: __________________________
Title: __________________________

PLEASE MAKE SURE ALL INFORMATION IS ACCURATE AND REFLECTS HOW YOU WOULD LIKE THE GALLERY LABELS TO READ.

*If accepted or called off the waitlist please Attach Labels below to Artwork and turn in to Guest Services.

PLEASE MAKE SURE ALL INFORMATION IS LEGIBLE