



**Artist Membership Agreement**  
**PO Box 26, Lost River WV 26810**  
**304-897-7242**  
[lref@hardynet.com](mailto:lref@hardynet.com)

Please sign this agreement, make a copy for your records, and return it to the Lost River Educational Foundation (LREF)

### **Responsibilities of Members**

- **Originality:** All work must be made, designed, or manipulated by the member. Copyright infringement is illegal and strictly forbidden.
- **Agreement:** Before placing merchandise on display in the Marketplace, each member will submit a Membership Application and a signed copy of this agreement to the LREF.
- **Labels:** Each member will label all merchandise with membership number, item number, and retail price. Where appropriate, other information such as size, materials used, instructions for care or use, and ingredients should be included.
- **Biographical Sketch:** Each member will provide the LREF with biographical information and a personal photo (in Word and JPEG formats, respectively) as well as information about merchandise before displaying items in the Marketplace. This information may be used on the LREF Web site and Facebook page for promotional purposes.
- **Artist Demonstration:** Members are encouraged to demonstrate, discuss, explain, and exhibit their crafts in the Marketplace. Craft demonstrations educate the community about the value of hand-crafted work. Artist members who demonstrate their craft and/or teach a class will be refunded 5% of their total sales at the end of the season.
- **Inventory Maintenance:** Members are encouraged to refresh their stock a minimum of 3 times per season.
- **End of Season:** Members are responsible for retrieving unsold merchandise at the end of the LREF season. Any special pickup arrangement should be made with the Marketplace Manager. Items not picked up at the end of the season become the property of the LREF, unless other arrangements are made.

### **Responsibilities of LREF**

- **Responsibilities of Care:** LREF will take reasonable care to safeguard members' items, but it is not responsible for loss or damage due to theft, fire, or breakage.
- **Commission Rates and Dates:** The commission rate to LREF members is 30%. Checks will be mailed by the 10th business day of the month for sales made during the previous month along with a detailed list of items sold. Sales made during November and December will be combined into one check.
- **Display:** The Display Committee is responsible for the placement and display of all items in the Marketplace, however, artist's input is welcome.

Artist Member Signature \_\_\_\_\_ Date \_\_\_\_\_