



RAIN SHADOW ARTISANS' INFORMATION & GUIDELINES

Rain Shadow Artisans

Ours is a collaborative group for artisans to curate, promote and market their individual talents. We are located on the Olympic Peninsula of Washington state. We welcome your interest and participation in Rain Shadow Artisans (RSA).

Our Mission:

To support, encourage and inspire artisans to practice and share their craftsmanship with the community through group events:

- To provide support and venues for local area artisans to exhibit and/or sell their designs.
- To facilitate group collaboration and teaching opportunities.
- To engage with and educate the public in support of art.

We are registered with the Washington Secretary of State as a nonprofit corporation and are an IRS recognized 501(c)(3) nonprofit organization. We comply with all applicable federal, state and local laws, codes, regulations, rules and orders.

Board of Directors

A volunteer Board of Directors governs the Rain Shadow Artisans. The Board operates under the established bylaws of the Rain Shadow Artisans and makes decisions on behalf of the group.

This Board of Directors is a motivated, engaged, and committed group, offering a collective of expertise, energy, and abilities toward furthering growth and successes of Rain Shadow Artisans. Fundamentally, this Board will endeavor to ensure our artisans are well represented in decision-making.



Community

Every artist and every partner of Rain Shadow Artisans is a valued participant of our Community. We encourage the sharing of ideas for growth and success.

If you would like to formally present ideas, ask questions, or discuss issues, you must arrange for time on the Board meeting agenda. Please contact the president at least five days prior to a scheduled meeting.

Informal ideas and suggestions can openly be discussed with any Board member.

It is fundamentally important that we all work together.

Rain Shadow Artisans

Artisans who create items of their design, by their hand, to be shared and/or marketed.

Rain Shadow Artisans Partners

We welcome individuals and community based and/or nonprofit groups interested in partnering with Rain Shadow Artisans to support our Mission for group collaboration by sponsoring or organizing teaching and educational opportunities for artists. These events would focus on building, curating, developing and promoting interest in art and artist talent.

Partner events would not involve marketing or sales of tangible artisan items. Donations, in-kind donations, or services are acceptable as means for supporting Rain Shadow Artisans within this Community role.

Please contact a Board member to discuss donation and services ideas.

Partners and Artisans are strongly encouraged to participate in both Community roles. As a collaborative group, we have a unique opportunity to foster community support, education and outreach. We cultivate relationships with other like-minded civic organizations,



anticipating opportunities for cross training and volunteering. Rain Shadow Artisans encourages individuals to assist in group events; markets, exhibits and teaching opportunities.

Artisan Categories

Artisans

- those who design and create products by their own hand from new, natural or upcycled materials. No commercial, imported or second-hand items will be considered or approved.

Prepared Food

- those who offer food products that have been personally prepared/processed on property they own or lease in Washington state.

Fresh Food

- those who offer freshly made foods available for sale and immediate consumption on-site.

Youth Artisans

- Artists who are age 17 or less are highly encouraged to participate. If you are a young person with something special to offer, we hope you'll consider building your business career with us!

Applying as a New Artist:

- **Contact** RainshadowArtisans@yahoo.com to request a copy of the RSA Information and Guidelines and the Artisan Application, or download a copy from the website; RainShadowArtisans.org
- **Review** the Rain Shadow Artisans' Information and Guidelines document.
- **Submit** your completed Application by mail or email.



- Rain Shadow Artisans will contact you to **Schedule** a Jury Meeting. This meeting is for your information as much as for ours. It will be the perfect opportunity to ask questions and share experiences. Samples of your work are necessary.

Fees and Donations

Participation fees sustain the organization. They cover start-up and maintenance costs, artist recruitment, operating costs including license and professional fees, venue rental deposits, venue rental fees, insurance, web based and other marketing efforts, and printing costs.

Rain Shadow Artisans will require a yearly fee, due at acceptance of an accepted application. Renewal fees are based on a January – December calendar year. Each event will require entry fees to participate.

There will be no prorating of yearly fees.

Fees are subject to change and are openly communicated annually.

INITIAL SIGN-UP FEE – Required the first year - \$100.

RENEWAL FEE for consecutive years - \$50.

YOUTH ARTIST– 17 years or younger - \$25 Annual Fee (Initial Fee is Waived)

EVENT ENTRY FEES will fluctuate with the various venue costs.

DONATIONS – As a 501(c)(3) nonprofit organization we accept cash and in-kind donations, and will happily issue a receipt identifying the tax deductibility of the gift.

Entry Fees

Entry fees are shared costs covering total venue costs, divided by event participants. There will be no sales percentage or commission fees. Event fees shall be no less than \$35 per space.

Youth Artisans: Flat Rate of \$5 per event.



Jury Process

All prospective new Artists are required to attend a jury meeting. Jury appointments are scheduled year-round.

Why do we jury artists?

1. To maintain a high standard of quality.
2. To assure products are handmade.
3. To create a varied product selection for our events.

This meeting is an informal exchange of information, where you introduce your product(s) and learn about Rain Shadow Artisans. It will be the perfect opportunity to ask questions and hear from experienced artists and colleagues. Please bring samples of your work.

Should you indicate your willingness to join the group, you will be informed promptly as to the Committee's decision and/or recommendations.

Acceptance of a juried application is at the discretion of the jury committee, under the authority assigned by the Board of Directors.

Rain Shadow Artisans reserves the right to limit artisans with "like products" on a case-by-case basis.

Jury Guidelines

Artisan Criteria

1. **Handcraftsmanship:** How much of the item presented is the artist/craftsperson responsible for?



2. **Artistic Skill:** Is the item well-conceived? Does it evidence a mastery of the medium? How do the items compare to those in a local gallery?

3. **Original Design:** Is each item (or line of items) an original design or patterned using a template? Is it crafted? Is it assembled?

4. **Quality:** How well put-together is the item? Is the stitching even on sewn pieces? Does the label on the jar look professional? Are the straight lines straight? Products will be judged for quality according to their style; rustic, folk art, tailored, framed and finished.

5. **Market Enhancement:** How well does the item, or line of items, improve the variety offered at an event? Does it bring something unique or complimentary?

Adding new or different items to your booth may be subject to jurying. A new or different item is one of a different material, or a departure from your art form. For example, a potter that wants to introduce stained glass pieces. If you are unsure whether you need to jury in a new product, please ask.

SWAG

Items such as tote bags, tapestries, prints, note cards, ceramic items and clothing may be permitted for artists including painters, photographers and illustrators where the artist's creation is the overwhelming subject of the item. **These items must be approved following jury procedures.** Printed products such as clothing, bags, stickers and cards with graphic pictures such as logos or a representative photo of items or brand labels is considered marketing swag and will not be permitted for sale.

Prepared and Fresh Food

Prepared and Fresh Food businesses **must meet all federal, state, county and local food safety and health requirements.** All appropriate permits and licenses must be up to date.



Fresh Food items must be accurately described on the menu. Commercially processed foods must be approved.

Events

Rain Shadow Artisans will endeavor to host stellar events for our artisans to share and market their work, while maintaining reasonable costs. To accomplish these criteria, individual events will be staffed by a volunteer event coordinator(s). Please see Event Operations (following below) for details.

Keeping with our bylaws and organizational rules for compliance, Rain Shadow Artisan events cannot be involved with or support religious or political platforms.

Attendance

We encourage participation to improve your success but do not have attendance requirements.

Event Operations

Event Announcements will be sent to the Rain Shadow Artisans Community. The event details will be explained in depth as to dates, times, space, expected fees, deadlines and necessary details. When available, event calendars may also be published.

Events will be organized by volunteer event coordinators. Serving as a coordinator does not exclude that person from participation/selling.



Venues

Rain Shadow Artisans will contract the rental space and will comply with each venue's rules of use and conduct. This might include things such as decorating, protecting floors, serving consumables, smoking, etc. These rules will be communicated with attendees and ALL attendees are required to comply.

NOTE: Some venues may not allow sales of food products for immediate consumption AND/OR may deny some food items directly competing with proprietary or site contracted vendors.

Booth Space

Because different venues offer different spatial capacities, the need to limit the number of artisans OR limit booth size to maximize participation may be necessary. Participation will be managed by the event coordinator.

Event booth spaces, especially for indoor shows, will vary with each venue. By default, standard single outdoor booth spaces are 10' x 10'. Details for alternative booth space, additional booth space availability and other substitutions may be addressed in the event announcements. For the safety of all persons in attendance, products, signage, displays, etc. may not extend beyond the allotted booth space.

Booth Assignments

Accommodations for booth placement needs and preferences will be considered. Please communicate these details as soon as possible.

Booth Sharing

Booth sharing is not permitted, except as a strategy to optimize spatial needs and participation.

Cancellation Policy

Unless stated otherwise in the Event Announcement, notice of at least 3 business days must be given to excuse cancelling attendance at an event. Entry fees will not be credited or dismissed without proper notice. Emergency situations will merit special consideration as determined by the Board of Directors.



Event cancellation will only occur in the case of unsafe conditions, including but not limited to weather, or weather related road conditions. The Rain Shadow Artisans Community is advised to monitor email and text messages for notices when unsafe weather conditions are predicted. We will also endeavor to inform Partners, venue contacts and other interested parties. Notices will be published on web-based pages.

Liability and Insurance

Rain Shadow Artisans carries liability insurance covering accidents in which RSA is found negligent; injury to customers, participants, or damage to the property where the event is held. The policy **does not** cover individual participant liability or product liability. **We strongly encourage each artisan and partner to research liability coverage for your business.**

Essential Elements of Conduct

Without exception, expectations for conduct include professional, courteous, civil, and respectful communications and actions.

Non-Discrimination

Rain Shadow Artisans complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, religion, gender, sexual orientation, or gender identity.

Grievance Policy

Grievances shall be presented in a respectful and appropriate manner. Complaints pertaining to specific events should be brought to the attention of the event coordinator specified in the Event Announcement. Complaints regarding operations or functions of the Rain Shadow Artisans community should be brought to the attention of the Board.



Verbal discussion is encouraged as a first approach. Artists and Partners also have the option to submit in writing, grievances or matters of disagreement and/or conflict to the Board. These will be reviewed by the Board's executive committee, and a timely response will be issued.

Compliance

The guidelines have been developed to create a safe and cohesive experience for our participants and Community. Compliance with the rules set forth in the guidelines is mandatory. Compliance includes applicable federal, state, or local regulations.

Rain Shadow Artisans reserves the right to refuse or terminate acceptance of any artisan who does not adhere to the Guidelines and/or who does not meet and maintain the Essential Elements of Conduct.

The Board will address each situation in a fair, respectful and equitable manner. Every step will be taken to assist in correcting a noncompliance issue. The Board of Directors has ultimate authority to approve, suspend and terminate privileges and takes this responsibility seriously.

All formal decisions made by the Board of Directors will be issued in writing.

REQUIRED LICENSES AND PERMITS

Each artisan is responsible for having all required licenses and permits. Each artisan must provide a current UBI during the application and renewal process.

CONTACT INFORMATION

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