

Artistic Solutions, Incorporated

Policy 5

Artistic Solutions Policy # 5 was confirmed at the Board of Directors meeting on February 3, 2008.

Guidelines for Convention Art Shows

Artistic Solutions, Incorporated (ASI), has had informal guidelines for several key Art Show policy areas for most of the corporation's existence. This is a formal declaration of some of these policies for conventions operated by ASI.

In this policy, the word "day" indicates one calendar day and "Artist" indicates either an artist or their authorized agent/representative.

Art Show Sales

It is the goal of the Art Show that all art sales be completed by the close of the convention. Recognizing that some sales may not be complete at that time, ASI directs the management of the Art Show to complete all outstanding sales within seven (7) days of the close of the convention, in accordance with the Art Show's published rules regarding sales.

In the event that any artwork sales remain incomplete or unpaid after seven days, the sales shall be voided and the artwork shall be considered unsold. The unsold artwork shall be returned to the artist at the artist's expense within 10 days of the close of the convention. The seven day period to complete sales may be shortened at the discretion of the Art Show management.

Funds Received from Artists

The Art Show will make a record of all funds received from artists and will convey those funds to the Treasury in a timely manner.¹

Payment to Artists

It has been an informal goal of ASI to pay artists for work sold at ASI conventions within 35 days of the close of the convention. This policy formalizes that goal via directions to several departments within ASI conventions.

1) Art Show Responsibilities

It shall be the responsibility of the Art Show management of any ASI convention to complete all record keeping in a timely fashion such that an accounting of Art Show sales by artist is transmitted to the convention's Treasury Department within fourteen (14) days of the close of the convention.²

This accounting will be completed for all exhibiting artists regardless of whether or not any of

the artist's work was sold by the convention Art Show. The accounting shall include at least the following information for each artist:

- Artist's name and address information.
- Payee information if different from the artist.
- Total amount of pre-tax sales, if any.
- Amount of sales tax collected, if any
- Any other previously-arranged information³

Furthermore, it shall be the responsibility of Art Show management to reference this ASI Policy # 5 in any rules published for exhibiting artists.

The Art Show and Treasury management will coordinate what information is to be collected from artists or sales in addition to that already collected by the Art Show.

2) Treasury Department Responsibilities

It shall be the responsibility of the Treasury Department of any ASI convention to complete all necessary bookkeeping tasks such that artist payment checks can be ready for signature within fourteen (14) days of receipt of the Art Show sales documentation as specified in Section 1 above. The Treasury will confirm receipt of all materials or information received from the Art show.

It shall also be the responsibility of the Treasury Department, with the assistance of the Art Show management, to prepare all necessary materials needed to provide the artists with an accounting of their sales along with their payment. This includes preparing envelopes for mailing of said materials to the artists.

Regardless of whether or not a payment is due to an artist, a full accounting shall be mailed to all artists that exhibited at the convention.⁴

It is the responsibility of the Treasury Department to mail all artist accountings and payments within two (2) days of the signing of payment checks as outlined in Section 3 below.

It will be the responsibility of the Treasury to maintain any required documentation of taxpayer ID numbers, and to prepare and submit any required tax accounting to ASI's accountants or to the appropriate authorities (as directed by ASI corporate management) in a timely manner.

The Art Show and Treasury management will coordinate what information is to be collected from artists or sales in addition to that already collected by the art show.

3) Corporate Management Responsibilities

It shall be the responsibility of corporate management with appropriate signature authority to meet with a representative of the convention's Treasury Department within five (5) days of the availability of artist payment checks so that such checks can be signed and mailed in a timely fashion.⁵

Furthermore, it shall be the responsibility of the convention Chairman, in conjunction with the ASI President, to see that the timetable outlined in this policy is adhered to by all responsible parties.

Notes:

¹ These funds will generally consist of panel space fees, mail-in fees, supporting memberships, or prepayment for return of unsold artwork. Conveying the funds at the next regular business meeting or as otherwise arranged will be considered sufficient.

² Information may be transmitted electronically, hand delivered, or placed in US mail or other carrier.

³ Treasury will generally need to know any artwork return costs and how much of the artists' sale proceeds are to be retained by ASI as sales commission.

⁴ These materials will generally include a final Artwork Control Sheet, a list of which buyer purchased each piece sold, and an accounting of any return shipping costs. The package sent to supporting/non-attending artists should also include a convention program book, if available.

⁵ Elapsed time from convention to mailing of payments:

- Art Show has 14 days to produce records for Treasury.
- Indeterminate time between Art Show and Treasury. This should not exceed 5 days.
- Treasury has 14 days to produce checks for signing.
- 'Signature' has 5 days to sign checks.
- Treasury has 2 days to mail checks/documentation to artists.
- While the total allowable time is over 35 days, the goal should be to mail to artists within 30 days of the close of the convention.