

Artistic Portland Gallery

General Artist Guidelines

1. Portland Artisans Cooperative Team (“PACT”) members are expected to maintain professionalism both individually and as a group.
2. Be courteous, kind, and respectful to other members in person and on-line.
3. No open flames or running water are permitted inside gallery either as a display or demonstration due to Fire Marshal rules and as potential damage to the premises and other art on the floor.
4. No art is permitted to be displayed on the floor unless it cannot be displayed on a pedestal or table.
3. You may not disturb or rearrange another artist’s display or the front windows without permission from the artist and/or Gallery Design Team.
4. Keep music and noise to a respectable level that won’t disturb neighbors and customers.
5. No alcoholic beverages while on shift, or when visiting the store. No open/obvious alcoholic beverages (i.e. beer bottles, liquor bottles) during events/parties, unless an appropriate permit has been obtained. If alcohol is served it must be done by someone with an OLCC license. All alcohol must be in a cup or concealed container and must not leave the store according to OLCC rules.
6. Only the two scheduled shift members can use the cash register to make sales during their shift.
7. Only official PACT signs are to be displayed in the front windows or doors or on the counter.
8. Absolutely NO borrowing money from the cash drawer or change in the safe. See Membership Agreement regarding an unbalanced cash drawer.
9. Only service animals are allowed in the store.

10. During your shift, do not bring any children under the age of 16 with you into the store.

11. Any member who takes an unauthorized image of another member's art with the intention of duplicating it to sell it without permission will automatically be put on probation and, at the discretion of the Board, qualifies for an immediate expulsion from Artistic Portland and any unused prepaid rent will be forfeited.

12. Do not leave personal items in the store for longer than 48 hours. Any food brought in the store must be consumed or taken home.