



# Jenny's Haberdashery Co-op Membership Application

The following is an explanation of terms associated with joining this co-operative, along with an agreement and application. It is Jenny's intention to provide on-line space and marketing for vendors of Art, Artisan Creations, Prose, and products of an individual artist.

The fee for initial website set-up and overhead costs of marketing, domain management, and administrative costs are minimal, comparted to the high commissions of brick and mortar galleries that also hold your works/products prisoner. I am only looking to cover the basic overhead, so that I can provide a medium for working in cooperation with like-minded artists and artisans. Towards that end, I will retain only a 20% overhead on any items sold.

## **How to set up your membership with Jenny's Haberdashery:**

1. I will need a completed and signed membership agreement and application.
2. You will need to send me:
  - a. High Resolution Pictures/Videos of each piece you would like to be included on the site.
  - b. Any logo that you use.
  - c. Copyright, we suggest that you emboss a copyright on each photo or watermark.
  - d. A description of each piece: medium, size, technique, suggested price.
  - e. An Artists/Artisan Bio to include:



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A brief statement about you as an artist and your particular medium and technique. What inspires you about your pieces?

The set-up process takes time. Please allow for 2-3 days for me to thoughtfully create the space on the website. Also, if there are any artistic elements ideas that you would prefer on your page, please let me know. (See Pyrography tab on the site. It was customized for the medium.)

When your item sells:

1. I will forward you the patron's information and payment to include shipping costs, minus the aforementioned 20% for membership dues and overhead costs.
2. Please be prompt in shipping out the item to your patron, so as to maintain a reputation of integrity.
3. All questions or concerns should be directed to Jenny by email, text, or phone call to prevent miscommunications.

719.310.4045

[jennyshaberdashery@gmail.com](mailto:jennyshaberdashery@gmail.com)

1051 Hathaway Drive

Colorado Springs, CO 80915

## **Artist/Artisan Demographic Information:**

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_



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Artist Pseudo Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Address \_\_\_\_\_

city/state/zip: \_\_\_\_\_

(The following information will assist me in building your dedicated space, and increase the patron's ability to educate themselves on your brand. I will add a hyperlink to your space.)

Links to other on-line presence

- Facebook: \_\_\_\_\_
- YouTube: \_\_\_\_\_
- Amazon: \_\_\_\_\_
- Etsy: \_\_\_\_\_
- Instagram: \_\_\_\_\_
- Craigslist: \_\_\_\_\_

What judged competitions have you participated in?

What other co-operatives or galleries are you involved in?

Where else do you sell your products?



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What do you need additional assistance with?  
(technical/marketing/etc.)

If you are a poet/writer, what venues have you performed at  
before?

What mediums do you use?

- Please attach a complete artist/artisan bio.

## **Payment:**

I am willing to forward your monies; however, is most convenient for  
you.

- Check
- Pay-pal account
- EFT transfer to your bank account -I use ENT if you would like I  
can add you to my transfer funds, which is a one-way transfer.

I would like to have my monies: \_\_\_\_\_

This is my account number: \_\_\_\_\_

I, hereby, agree to allow my pieces of art/product to be placed on  
the Jenny's Haberdashery website for selling and marketing  
purposes. I agree to the terms of membership. I give permission for



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this co-op to use any information previously included to best promote the website and myself as an artist/artisan.

I assign Jenny as my agent in collecting the monies and redistributing them to me, minus the membership's overhead fee of 20%. I understand that electronic transfer of funds can take 2-3 days to process, should I choose that option. Jenny's haberdashery agrees to hold sacred the account information upholding privacy rights forthwith. I agree to keep my own personal/business accounting for local/state/federal taxes and hold this co-op non-responsible for such financial reporting on my behalf.

I further hold Jenny's Haberdashery innocent and hold harmless of any possible hacks to the site, improper use of images, etc. otherwise not in Jenny's control from attackers. I agree to copywrite stamp all images, and/or allow Jenny's haberdashery to emboss a copywrite on my behalf.

I agree to maintain a joyful and positive mind-set in any communications or dealings with the co-op and its members, and further agree should my behaviors begin to negatively effect the members, I will be asked to relinquish my membership. I agree to the terms in this agreement, and any future considerations must be communicated, in writing.



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Signed: \_\_\_\_\_  
Prospective Member

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Jennifer K. Banuelos, MHA, COA, LSA  
Owner, Jenny's Haberdashery

Date: \_\_\_\_\_

Please complete this application, sign/date, and return to me by email. If you are having difficulty with this process, I can mail you the application as well. Call me if you have questions.

Welcome to Jenny's Haberdashery!

An FYI on marketing:

I have access to bumper stickers, business cards, and car magnets, just reach out for further inquiry.