



**In the Crystal City Shops  
2120-A Crystal Plaza Arcade, Arlington, VA 22202 (571) 483-0652  
<https://www.arlingtonartistsalliance.org/gallery-underground>  
Instagram: @galleryunderground Facebook: @galleryunderground**

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**Dear Artist,**

**Congratulations on being accepted as a member artist of Gallery Underground. We look forward to promoting your art and working with you to maintain the high standards we've set for the Gallery. You will find our policy manual on our website. Please let us know if you have any questions.**

**Each artist member of Gallery Underground is provided a three-ring binder in which to place their bio, resume, images of their artwork, press clippings, and any other suitable promotional materials. These notebooks are on display in the Gallery for customers to look through if they would like more information about the artist. You will also need to provide business cards.**

**Whenever you sell a work, we will email you with the name of the work sold. We also send a weekly sales report of all art sold at the gallery. We will need your bank account information for direct deposit payments.**

**While the Employees work hard to promote Gallery Underground and our member artists, please remember that a co-op Gallery is only as good as its members. We encourage you to promote the Gallery and Gallery events to your own contacts as much as possible.**

**If you have any questions or concerns, call the Gallery: 571-483-0652**

**Sincerely,**

**Steen Fullmer**

**Gallery Underground Director**