



## ARTWORKS GALLERY GIFT SHOP CONSIGNMENT POLICIES

Thank you for your submitting your work to the Artworks Gallery Gift Shop.

Our goal is to promote an understanding and appreciation of the high quality art and handcrafted works of our members. With this goal in mind we respectfully request that your work be of the highest quality and meet the approval of the Gallery Committee. Artworks reserves the right to reject works that do not meet our standards or will not fit within the confines of space available. All work will be judged on originality, suitability, design, technique and presentation.

Before submitting your work, please use the following as a checklist.

- I am a current member of Artworks
- My art work is clean, professional, ready for sale, and appropriately wrapped or framed. I have provided stable hangers for framed pieces
- All my work is original and handcrafted by me. No reproductions are allowed except for photography clearly labeled as “photography”. Greeting cards in all media are acceptable.
- All work should be seasonally appropriate.

### **VOLUNTEERING**

- I understand that I am expected to volunteer at least 4 hours a year, either as a Docent in the Artworks Gallery Gift Shop, or in some other capacity during the calendar year, as agreed upon by Artworks and the Artisan at check in.
- If you are submitting work for the Holiday Show only, please sign up for your volunteer time at check in.

### **Prior to bringing your work to Artworks:**

- Completely filled out a *Consignment Form* : (available on our website at [www.artworkschestertown.org](http://www.artworkschestertown.org) or at Artworks) in the following manner:
  - The item price is established by the artisan.
  - Each piece will be assigned an **Artist Code** and **Item Number**. **Please note the changes!** The Artist Code is the first letter of your first name + the first 3 letters of your last name, all in CAPS (i.e. John Smith’s artist code would be “JSMI”) Each item will be assigned a separate number with no number being used more than once.
- ITEM TAG - Each item listed on the consignment form should have a corresponding tag attached to it.
  - The Artist Code in caps and the Price neatly and clearly marked
  - Product information should also be listed on the item as appropriate– care, technique, type of material, etc. (Pottery should be labeled for microwave, oven, and food safety. Wearables should list fabric content and cleaning instructions)
- On the day of check in , I will provide the following:
  - An up-to-date Artist Bio
  - Business cards (at least a dozen)

Artworks Gallery Gift Shop operates on a consignment basis: 70% of the retail price goes to you, the Artisan, and 30% of the retail price to Artworks. The work belongs to you, the Artisan until you have been paid in full.

You are encouraged to rotate stock frequently to keep displays fresh and to maintain customer interest. If your work has not sold within four **(4) months**, Artworks may request that it be exchanged for new stock or picked up by the Artisan. It is at the discretion of Artworks to make decisions on space allotted to each Artisan within the store.

**Artworks is not responsible for work which has not been removed from Artworks within 1 month after notification in writing to pick it up. At that time the work will become the sole property of Artworks.**

A full inventory will be done by Artworks each year in January with a copy sent to the Artisan for confirmation. Any discrepancies found by the Artisan must be reported to Artworks, in writing, within one month of date on the inventory. If no reply is made within one month, Artworks will assume the inventory list to be correct.