

Please e-mail a picture of you at work on your craft! Thanks...

Southern Virginia Artisan Center
A Cooperative Artisans Gallery
54 West CHURCH Street
Martinsville, VA 24112

Consignment Agreement made _____ (date)

The following agreement covers work accepted by ARTISAN CENTER Artisan Center School of Craft and Design for sale by consignment.

*Name: _____ Artisan #: _____

*Address: _____

*City: _____ *State: _____ * Zip: _____

*Phone: (home) _____ (work) _____ *E-Mail: _____

***DENOTES REQUIRED INFORMATION**

Terms of Consignment:

Consignment Fee:

An exhibitor fee of \$25 is paid annually upon acceptance of artwork.

Date Paid: _____ Received by: _____

A **30%** consignment fee is collected at the time of sale of artwork.

Prices and Packaging: Retail prices are determined by the Artisan with advice available from ARTISAN CENTER. The exhibitor provides any specialized packaging necessary for the sale of their art. ARTISAN CENTER provides bags and boxes for sales in general.

Display and Sale: ARTISAN CENTER will display the work of exhibitors to the best of its ability. ARTISAN CENTER reserves the right to exhibit work at its discretion. ARTISAN CENTER welcomes display suggestions and fixtures, but reserves the right to determine what will work best in the gallery. Work will be displayed only by authorized staff. The artisan may display only original work that has been created by them. If work is created from published patterns, the artisan is responsible to obtain permission to use the design for resale of handcrafted items. The item includes the copyright of the designer as well as the signature handcrafted by Artisan. There is room for a small amount of stock and ARTISAN CENTER reserves the right to rotate stock in and out of the gallery.

ARTISAN CENTER is responsible for sale of inventory at retail price and collection of Virginia Sales Tax. **TWICE MONTHLY-ON THE 1ST AND 15TH OF EACH MONTH** Artisan Center staff will deliver all proceeds, including sales documentation, to staff at the Continuing Education and Workforce Development office. Continuing Education and Workforce Development staff will deliver reconciled funds and documentation to the Foundation office. PHCC Foundation office will remit to exhibitor retail price less **30%** commission and Virginia Sales Tax monthly. If a tax exempt sale is made, receipt should be marked as such and a copy of the W9 attached.



Delivery of Inventory: Delivery of inventory is ACCEPTED 5 DAYS PER WEEK. DO NOT BRING IN INVENTORY ON SATURDAYS OR SUNDAYS. The Artisan should contact ARTISAN CENTER



for special delivery dates/times **AT LEAST ONE DAY IN ADVANCE**. The artisan agrees to consign the pieces as recorded on the inventory list to ARTISAN CENTER for a period of **four months**.

The ARTISAN CENTER IS RESPONSIBLE FOR LABELING AND INVENTORYING ALL WORK BROUGHT INTO THE ARTISAN CENTER. EACH PIECE WILL BE LABELED WITH YOUR EXHIBITOR NUMBER, A DISTINCT ITEM NUMBER, DESCRIPTION AND RETAIL PRICE THAT INCLUDES 30% ARTISAN CENTER COMMISSION FEE. THIS INFORMATION WILL BE ENTERED INTO COMPUTER, AND THE ARTISTS MAY REQUEST A COPY OF THEIR INVENTORY AT ANY TIME. Artists should still set the price of the items with 30% consignment added to the price.

Any exhibitor may prefer to mail inventory to ARTISAN CENTER. In this case, ARTISAN CENTER must be notified in advance of shipping. Shipped inventory must conform to the above requirements. It will be opened, inspected and an e-mail sent to artisan confirming receipt. It may not be added to inventory, or displayed until the regularly scheduled deliver date. Shipments with postage due will not be accepted.

ALL ARTISTS WILL HAVE CURRENT E-MAIL ADDRESSES AND UPDATE CONTACT INFORMATION AS SOON AS POSSIBLE IF THAT INFORMATION CHANGES.

Restocking: Exhibitors need to bring new items to the gallery for display on a regular basis, ideally at least quarterly per the attached schedule or by mail. **ITEMS WILL NOT BE HELD INDEFINITELY FOR THE ARTIST IF THEY HAVE NOT SOLD. WORK WILL BE PICKED UP IF REQUESTED BY THE ARTISAN CENTER ON A TIMELY BASIS, AFTER ARRANGING AN APPROPRIATE TIME TO DO SO.** If work is similar in quality and type of work already on display, an artisan may rotate their work monthly. Exhibitor may pick up unsold inventory that has been displayed for four months the same day as providing new inventory. If exhibitor desires unsold inventory to be shipped, exhibitor must supply postage for return shipment of inventory back to exhibitor.

Review and Release: Each exhibitor is guaranteed display in the gallery of work that is until this agreement is terminated by the artisan or ARTISAN CENTER, as long as 30 days notice is given by either party. Annually, ARTISAN CENTER will review all work for quality and marketability and reserves the right to terminate the agreement if quality or marketability is suffering.

Payment: Artisans whose work sold will be paid once monthly. Checks will be mailed from PHCC Foundation office. Each check will be accompanied with a list of goods sold. ARTISAN CENTER does its best to have the correct amount sent to each exhibitor. If you feel that there has been an error, please contact the gallery right away. It is the exhibitor's responsibility to notify ARTISAN CENTER of any changes to address, phone or e-mail information – lack of notification will delay payment. **ALL SALES FINAL.**

Special Sales/Events: ARTISAN CENTER does not feel that special sales will benefit the artisan. ARTISAN CENTER may hold special events at which the artisans will be invited to attend and promote their work.

ALL INSTRUCTORS OF THE SCHOOL OF CRAFT AND DESIGN WHO ARE ARTISAN CENTER MEMBERS SHOULD PLAN TO DEMONSTRATE AT LEAST ONCE PER YEAR, IF ASKED AND MORE IF POSSIBLE SINCE THESE EVENTS HELP PROMOTE BOTH THE ARTISAN CENTER AND THE SCHOOL OF CRAFT AND DESIGN.


Advertising: ARTISAN CENTER will be responsible to adequately market the gallery. The exhibitor agrees to permit ARTISAN CENTER to use or photograph consigned work for promotional purposes, as long as artisan is recognized.

→EACH ARTIST WILL PROVIDE A PHOTOGRAPH THAT CAN BE USED TO PROMOTE JOINING THE ARTISAN CENTER. IT IS RECOMMENDED THAT ALL ARTISTS PROVIDE A BUSINESS CARD THAT CAN BE INCLUDED WITH SALES SO THAT CUSTOMERS WILL KNOW HOW TO CONTACT THE ARTIST.

PHOTOGRAPHS OF WORK WILL BE INCLUDED ON THE ARTISAN CENTER WEBSITE AT THE DISCRETION OF THE ARTISAN CENTER. PICTURES WILL BE ADDED ON A REGULAR BASIS AND REMOVED IF NECESSARY.

Signed by:

 Exhibitor (Artisan) _____ *Signature*

 Social Security # _____ Date _____

ARTISAN CENTER Representative

_____, Title _____ Date _____