



Chestnut Creek School of the Arts | Artist Consignment Policies & Procedures

I. Mission Statement: Chestnut Creek School of the Arts (CCSA) strives to preserve the cultural heritage of the region by showcasing the art and creativity of local artists. CCSA provides revenue to these artists through teaching and sales. All work represented by CCSA should be of the finest quality and representative of artists' talents

II. Work must be hand-crafted and ready for display. Mass-Produced, kit assembly other than their own creation will not be accepted. CCSA reserves the right to refuse any work at their discretion. Efforts will be made to provide constructive criticism to allow an interested artisan to improve their product for reconsideration at any time.

III. Artists' obligations:

- Only original artwork or prints accepted, no mass produced or kit assembly other than that of their own creation. Any trademarked images must be documented as to permission for use.
- Items must be juried by Jury Committee
 - Artist must fill out a Jury Form (front side) completely to be left with items
 - Jury Committee meets the first Tuesday of each month
 - Artist will be notified after Jury Committee meets and will be informed of any reason(s) why art has not been accepted
- Fill in and return Consignment Inventory sheet(s) including
 - brief description of piece(s)
 - prices **at which the item will be sold** (include the 35% commission to CCSA)
 - for example the artist will receive \$6.50 on a piece priced by the artist at \$10.00 – **CCSA DOES NOT add or change the artist's indicated price in any way**
- Fill in and return Artist Questionnaire and provide bio and photo for artist tag
- If pricing assistance is needed items will be left on site for Jury Committee's input on pricing
- Artwork must be ready to be displayed/hung.
 - Hanging system compatible with existing system @ CCSA
 - Inventory sheets filled out completely reflecting price to be charged at point of sale
 - Artist should retain their own copy of any inventory sheets
- Meet with Consignment Committee at least once a year to review sales of art and refresh inventory
 - Artist may request more frequent meetings as needed
- Must sign out any items removed from sales floor at time of removal
- Must sign in ALL new items brought to CCSA with completed Consignment Inventory sheet(s) reflecting price to be charged at point of sale

- o New unjuried items must be juried before being placed on sales floor
- o Artist must fill out a Jury Form (front side) completely to be left with items

IV. CCSA obligations:

- Provide jurying process to ensure quality only is accepted thereby creating a diverse and attractive venue for selling local handmade artwork
- Offer constructive advice regarding artwork with the aim of selling at the best price
- Offer advice concerning sales, types of items to sell, etc. display and/or hang prepared artwork
 - o CCSA reserves the right to not accept any displays that are not appropriate for the gift shop
- Create and attach price labels
- Create and attach artist tags
- Take artist's photo if needed for artist tag
- Collect money for artwork at point of sale register
- Dispense check for consignment once a month less 35% commission collected
 - o CCSA retains the right to combine commission checks should they be less than \$10.00 to be paid the next month
- Offer pricing assistance if needed (by retail committee)
- Market the gift shop offering additional sales opportunities during the holiday season and special events
- Merchandise artwork
- Meet with Consignment Artist at least once a year to review sales of art and refresh inventory

Please read the following and sign to indicate your acceptance of the requirements and terms of consignment sales and/or exhibit:

I grant Chestnut Creek School of the Arts the right to hang and/or display my work. I understand that any work that is not ready to be displayed because it has not been assembled or properly wired for hanging will not be exhibited. I also give CCSA the right to photograph and catalog my work for record keeping and promotional purposes only.

Signature of artist _____ Date: _____
 or owner of work: _____

Print Name: _____

Address: _____

Telephone: _____

Email Adress: _____

Website: _____

Data/administration/committees/Retail committee AND data/forms/consignment