

**Art Reach on Broadway Gift Shop and Gallery
Consignment Instructions and Guidelines**

111 E. Broadway, P.O. Box 166, Mt. Pleasant MI 48804-0166 - (989.773-8860)

ARTISTS MAY DROP OFF OR PICK UP INVENTORY ON MONDAYS AND TUESDAYS.

APPOINTMENTS ARE REQUIRED.

PHONE Kim Bigard, SHOP COORDINATOR, AT 989.773.8860 FOR APPOINTMENT.

Artists must:

1. **Fill out a Consignment Inventory Sheet** when they bring inventory to Art Reach. Similar items MAY be assigned the same code and item number, but remember that **each item must be listed on a separate line**. Inventory sheets are also available on our website (www.artreachcenter.org) under the "Artists" button.
2. **Price all items.** Price tags must include the Artist Code and item number along with the price.

GUIDELINES:

1. **Consignment Forms:** The correct forms, filled out completely, must accompany all incoming and outgoing artwork. Art Reach is not responsible for work not accompanied with the proper forms.
2. **Artist Contact Information:** Artist must provide up-to-date correspondence information. ***If we lose contact with you for one year or more, your inventory will be considered the property of Art Reach.*** Artists are requested to provide their social security numbers for our records.
3. **Consignment Rates:** The consigning artist sets the retail price and receives 60% when sold. Artist payment is determined by multiplying the retail price by 60% with Art Reach receiving the remaining 40%.
4. **Sales Tax:** Art Reach collects all sales tax.
5. **Payment to Artists:** Payment for work sold is issued monthly. Checks will be issued by the 15th of each month and will reflect sales from the month prior.
6. **Jurying art work:** Art Reach reserves the right to reject any and all work even if the artist has previously consigned with us. No kit work will be accepted. Work of a different medium than that which the artist is already consigning with us must be submitted to the jury committee.
7. **Number of items you may leave at Art Reach:** Art Reach reserves the right to determine the quantity of items that you may consign at our store. Due to space restrictions, framed two-dimensional work must be limited to three pieces per artist.
8. **Display requirements:** Display walls are equipped with the Walker Hanging System; therefore, framed artwork must have wire on the back for hanging.
9. **Inventory Rotation Requirements:** Artist is responsible for replenishing work that has sold and/or replacing work that has not, every 90 days. Seasonal work must be picked up in a timely manner. Other arrangements can be made with the office if needed. Artists are responsible to pick up unsold merchandise and for any and all shipping charges for returned work.
10. **Auction Donation Requirement:** Art Reach, a non-profit organization, helps promote local and regional artists. ***Artists are expected to donate a piece of work to be sold at the annual Art Reach auction, in lieu of artist membership fees for consigning work in our gift shop.*** All submitted works may be photographed for publicity purposes. Art Reach also gives the names and corresponding information on artwork to those interested. If the artist does not want their information given out, they must notify us.
11. **Art Reach Contact Information:** All correspondence must be sent to the Art Reach business office. Art Reach on Broadway has no mail receptacle and therefore no way to receive packages and mail. The mailing address for Art Reach is P.O. Box 166, Mt. Pleasant MI 48804-0166. The business office phone number is 989.773.3689.