



June 2020

Gift Shop Consignor Guidelines

Consignors: must be **members** of the Venice Art Center for the entire period their work is on display. W-9 and Artist Release forms are required. New Consignors must fill out an application and be juried into the Gift Shop.

Drop Off/Pick-Up:

All art work is **received** and **picked up** by appointment only. Call (941) 485-7136 or email elaine@veniceartcenter.com to schedule.

Procedures Effective 6/15/20 for safe appointments:

Staff, volunteers, and artists must follow VAC's **Covid 19 Prevention Policy, which includes wearing masks, maintaining 6 ft social distancing.** When an appointment is made, the consignor should bring **only** the number of items listed below and a written inventory list. VAC will email or send an **Inventory List template**, if requested. Appointments will be held in the main gallery and be kept to 30-45 minutes maximum, with time between appointments to sanitize the area.

Items: Displays for accepted items are limited to **60** days due to our large number of exhibiting artists. Please do not ask for special placement. Work is frequently rotated based on current stock. Staff and volunteers will handle your work with all reasonable care. Items accepted for display are limited as follows:

Framed (or wall) art work	2 items
Matted art work	2 (Must be protected in clear bags)
Jewelry	10 items (4 necklaces maximum)
Pottery/Ceramics	6 items
Sculpture/Wood	4 items
Soft Goods	6 items
Books/CDs/DVDs	6 items
Glass	4 items
Cards, single	10 items or as space is available (Must be in clear bags)
Cards, pkg.	6 items
Miscellaneous small	12 items (Based on item size)

The **Gift Shop Manager** has discretion to jury items, and to adjust number of items received.

Artwork Requirements: All artwork must be clean, fresh, suitably matted and properly framed. Glass will only be accepted on pastels, charcoal and graphite. Frames for wall items must be no larger than **18 x 24 inches**. Hanging wires and hardware must be firmly attached. Wiring at the top hanging point must be **at least 3 inches** below the top of the frame. Sculpture and pottery

must have smooth bottoms and all parts, such as lids, must fit properly. We will tag each item with our identifying number and **your price**. You will receive a copy of this information for your records.

Jewelry Requirements: All jewelry should be handmade and of professional quality. Clasps should work and wire ends be properly crimped and covered. Jewelers must bring item tags with a description of the piece on the blank side of the tag. VAC will provide the jewelry item tags.

Commission: The Venice Art Center will deduct a commission of 35% on all sales. Checks for sold items may take up to 8 weeks to process. Commission checks will not be prepared until the total reaches at least \$20.00. Reconciliation will be done at the end of each calendar year.

The Venice Art Center reserves the right to reject items based on space availability or our requirements above. I understand that the Venice Art Center is not responsible for loss or damage and that my items may be stored if not picked up promptly. I agree to these conditions.

Artist Signature _____ Date _____

Print Name _____