

## Artisan

927 Spokane Street

Trail, BC 250 364-5659

Website: [www.trailartisan.com](http://www.trailartisan.com)

Facebook: Artisan Craft Co-op

Dear Prospective Consignee,

Thank you for considering Artisan for the display and sale of your work. Our members meet monthly to discuss business and jury the work of prospective members and consignees. We require 3 samples of each type of item you wish to be juried, plus a non-refundable \$15 jurying fee. For example, if a person is a potter and a weaver, we would need three pieces of pottery and three pieces of weaving.

We will notify you as soon as possible whether or not your work has been accepted.

With this letter is an application form which should accompany your samples for jurying. If accepted, you will be assigned a code, and are requested to sign the attached contract, keeping a copy for yourself.

If we can be of any assistance, please do not hesitate to contact our store to speak with any member who will be happy to answer your questions.

PS. - You should also consider becoming a Working Member. As a Working Member you help ensure the store continues to offer convenient shopping hours, you are eligible for reduced rate for consignment fees, and have a direct voice in the decisions that affect the store.

Stop by the store or phone the store at 250-364-5659 and ask for more details about becoming a Working Member.

Sincerely,

Artisan Working Members

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In accordance with the terms of this contract for the exhibition and sale of \_\_\_\_\_

I, \_\_\_\_\_ of (address) \_\_\_\_\_

phone \_\_\_\_\_ email \_\_\_\_\_,

business name \_\_\_\_\_, web page \_\_\_\_\_

am in agreement with the following:

1. Artisan will receive from all sales of work 38% commission on the retail price, (before taxes) computed from the price of my work.
2. Artisan is covered by insurance for fire and criminal activities, i.e. breaking and entering, but not for shoplifting and breakage.
3. My work will be shown in the store for a trial period of 3 months upon acceptance, and its inclusion in the store will be re-evaluated from time to time.
4. I will label all my work with a small white detachable label bearing my code, item number and retail price (a different # for each item in the store). All items will be ready for hanging or display. )for example) AB 1  
\$20.00
5. I will include with my work a complete inventory list, including code letters assigned to me by Artisan and consecutive numbers. If possible a short biography.  
(for example) AB1 Blue scarf \$20.00  
AB2 Red scarf \$20.00
6. I will periodically review my work and keep an inventory record of items that are in the store.
7. Display and placement of my work will be the responsibility of the Artisan Decorating Committee.
8. When removing work from the store I will initial and date each item being removed on my stock card provided at the desk.
9. Cheques will be issued at the end of each month, during the first week of the following month, for items sold, (less the percentage of commission agreed upon). No cheques will be issued for under \$20.
10. Any items deemed "Dead Stock" by Artisan members which have not been removed 30 days after one contact letter, will be donated to charity or used in gift baskets.
11. Artisan uses a Web page and Facebook page for advertising, can we use your full name and/or business name, on these pages? Yes \_\_\_\_\_ No \_\_\_\_\_

Code \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_