

Art Reach of Mid Michigan
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)

**APPOINTMENTS ARE REQUIRED WHEN YOU ARE DROPPING OFF OR PICKING UP INVENTORY.
PHONE BARB PILLOTE, SHOP COORDINATOR, AT 989.773.8860 FOR APPOINTMENT.**

Inventory sheets are also available on our website (www.artreachcenter.org) under the "Artists" button.

Inventory sheets will be kept in a binder in the Art Reach Center and will be the official record of items that you have in the store. You may look at the "book" any time you wish to see the status of your inventory. Phone Heather at 989.773.3689 for information.

INSTRUCTIONS:

You fill out the following columns:

Date in: The date you bring the items to the store.
Item #: Each item must be given a separate line. If you need a printout of current inventory, phone the office (989.773.3689). SAMPLE ITEM TAG: KBH-001
Description: Short description of item.
Retail price: Price you will put on your tags. Realize that you will receive 60% of that amount when the item sells. Art Reach will receive 40%.

Art Reach fills out the following columns:

Sold/removed: Will be filled in (by office staff) when the item is either sold or you come in to remove it.
Date out: Will be noted (by office staff) when item is either sold or removed.
Sales Slip #: The sales slip number will be entered by office staff when item is sold.

GUIDELINES:

1. 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%. Art Reach collects all sales tax. 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.
2. 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.
3. Duplicate items will be displayed as space allows. Due to space restrictions, framed two-dimensional work must be limited to three pieces per artist. Display walls are equipped with the Walker Hanging System; therefore, framed artwork must have wire on the back for hanging.
4. 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 for any and all shipping charges for returned work.
5. 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. 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.
6. Art Reach, a non-profit organization, helps promote local and regional artists. 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. **Artists are expected to donate a piece of work to be sold at the annual Art Reach auction.**
7. 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.
8. To maximize viewing of your artwork, artists are invited to display work at offsite galleries. Rotation of pieces from Art Reach on Broadway Gift Shop and Gallery to off site galleries will be scheduled by the office staff with approval of the artist. Off site galleries are located at MidMichigan Health Park and Veteran's Memorial Library.