



Gadsden Arts Museum Shop • Consignor Application

Please submit this form to Becky Reep, Museum Shop Manager, Gadsden Arts Center & Museum
13 N. Madison St., Quincy, FL 32351 • (850) 627-5023 • becky.reep@gadsdenarts.org
If you need assistance, please make an appointment with Becky in advance.

Consignor Contact Information

Name _____
Address _____
City _____ State _____ Zip _____
Phone (Cell) _____ Phone (Home) _____
Email _____

Are you a current Gadsden Arts Member? Yes No Membership Valid Through _____

Please note that all Consignors must remain current members while selling items in the Museum Shop. If your membership lapses while you have items on consignment and you make a sale, your membership fee will be deducted from your commission.

Museum Shop Committee considers these criteria when choosing Consignors for the Museum Shop:

- **Item Quality** - Are the items well crafted and in excellent condition?
- **Uniqueness** - Are the items original? Do they connect with local themes? Are there similar items like it already in the shop?
- **Display Quality** - Are the items designed so that they are easy to display? Is the Consignor following our display guidelines (see Consignor Guidelines)?
- **Price Suitability (for our shop)** - How likely would our audience be to spend the amount for the item? Is it in range with items that have sold well in the past?
- **Display Availability** - How much space is available in the shop? How would these items look in the shop? Where are they best displayed? Is that space available? Does the size of the item work in the available space?
- **Sale History (if applicable)** - How well have items sold in the past? At what prices have they sold in the past?

1. Please describe the consignment items you would like to sell in the Gadsden Arts Museum Shop.

2. Please check all categories that apply to your consignment items.

- | | | |
|---|---------------------------------------|--------------------------------|
| <input type="checkbox"/> Art (original) | <input type="checkbox"/> Jewelry | <input type="checkbox"/> Books |
| <input type="checkbox"/> Art (prints) | <input type="checkbox"/> Wearable art | <input type="checkbox"/> Other |
| <input type="checkbox"/> Home | <input type="checkbox"/> Cards | |
| <input type="checkbox"/> Craft | <input type="checkbox"/> Food | |

3. What are the approximate sizes of your items?

4. What is the price range for your items?

Please include the Gadsden Arts commission in your price. Gadsden Arts takes 40% while the Consignor takes 60%. For help with setting a price, see the Museum Shop Guidelines, Page 3.

\$ ____ - \$ ____

Additional price range info:

5. Do you have display materials (jewelry forms, stands, etc.)?

Yes

If yes, please include photos of your display materials with this application.

No

If no, please indicate how you'd like your items displayed.

6. Do you sell your items at other nearby gift shops or stores?

Yes, at ____

No

Gadsden Arts reviews applications at least **three** times per year with the Museum Shop Committee. Please be sure to submit a **complete** application. Incomplete applications will not be considered. You will be contacted after the application is reviewed, regardless of the committee's decision.

Application Checklist

- | | |
|---|--|
| <input type="checkbox"/> Contact Information Complete | <input type="checkbox"/> Photos of your display materials |
| <input type="checkbox"/> Questions 1-6 Complete | <input type="checkbox"/> A short biography or artist statement |
| <input type="checkbox"/> Photos of your work (5-10 high quality images) | <input type="checkbox"/> Resume, and/or CV |

Office Use

Received ____ / ____ / ____

Decision

(1) A (2) C/A (3) N/A