



## Gadsden Arts Museum Shop • Policies and Procedures

### Gadsden Arts Center & Museum Mission

The Gadsden Arts Center & Museum's mission is to foster understanding and appreciation of the visual arts to improve the quality of life in Gadsden County and the region. The organization works to enhance arts education, provide cultural opportunities, and stimulate economic growth in the community.

### Museum Shop Purpose

Gadsden Arts, Inc. operates the Gadsden Arts Museum Shop at 13 N. Madison St., Quincy, Florida. The shop specializes in original or reproduced artwork, jewelry, and gift or craft items created by local and regional artists and craftspeople who are members of the Gadsden Arts Center & Museum.

Gadsden Arts Museum Shop accepts works of art, crafts, and culture-related items from regional artists, craftspeople, and authors under two conditions:

- (1) Items are on consignment at 60% to artist, 40% to Gadsden Arts. We do not purchase items directly and the Museum Shop Committee must approve all consignors.
- (2) Items are donated outright to the Museum Shop for 100% commission to Gadsden Arts, with prior review and acceptance by the Museum Shop Committee.

The Museum Shop also sells items created by or for the Gadsden Arts Center & Museum such as exhibition catalogs, Art in Gadsden posters, notecards, and postcards. These items must be approved by the Executive Director prior to being offered for sale.

In accordance with the Gadsden Arts Center & Museum Code of Ethics, no Gadsden Arts Board of Directors, committee, or staff member may receive any special privileges, non-customary discounts, or personal gifts in connection with Museum Shop artists, representation/sales or purchases. Board and staff members may enjoy the standard Gadsden Arts member benefits (discounts) for Museum Shop purchases and may apply to sell work through the Museum Shop, subject to the same procedures and policies as any prospective or current Museum Shop artist. A Board of Directors or Museum Shop Committee member whose work is selected for sale in the Museum Shop must recuse themselves from any vote in regard to the Museum Shop that may result in personal or financial gain for that member.

This list describes the types of items accepted into the Museum Shop. Typically, the Museum Shop displays **local/regional or Florida** artists and themes. Items not on the list may still be considered, but must be approved by the Museum Shop Committee.

- **original art\***
- **reproduced art** (cards, prints, magnets, mugs, cutting boards, coasters, etc.)
- **jewelry** (handmade: beaded, clay, enamel, braided, metal, etc.)
- **books** (by local authors, local illustrators or about local topics)
- **craft objects\*** (bowls, candlesticks, baskets, vases, mugs, ceramics, turned wood, etc.)
- **one-of-a-kind gifts**

*\*Due to American Alliance of Museums Accreditation Guidelines, professional visual artists and craftspeople who are nationally known, widely exhibited, and/or widely collected by museums may **not** sell original art through the Museum Shop*

## **General Museum Shop Consignment Guidelines**

All Gadsden Arts Museum Shop Consignors must maintain a current Gadsden Arts Center & Museum membership to have items on consignment in the Museum Shop. Any overdue memberships will be deducted from the consignor's commissions. If commissions are not enough to satisfy membership fees, consignors are subject to conditions of withdrawal.

Consignment periods are automatically set to one year (food items are set to six months). After one year, the Museum Shop Manager will evaluate the items, and either renew the consignment period or ask for the consignor to withdraw and/or exchange items. Alternate consignment periods may also be set with a written agreement between the Museum Shop Manager and the consignor. Consignors are encouraged to refresh inventory periodically by making an appointment with the Museum Shop Manager.

## **Museum Shop Committee - Consignment Scoring Criteria**

- I. Item Quality
- II. Uniqueness
- III. Display Quality
- IV. Price Suitability
- V. Display Availability
- VI. Sale History (if applicable)

Potential consignors must submit a complete Consignor Application to the Gadsden Arts Center & Museum to be considered for the Museum Shop. Potential consignors must also submit the following with their application:

- (1) 5-10 high quality images of the items or types of items to be exhibited in the Museum Shop
- (2) Brief biography and/or artist statement
- (3) Resume, including current regional retail representation

Three possible outcomes to application:

- (1) Acceptance of Consignor and proposed items to Museum Shop
- (2) Conditional Acceptance (Wait List or with Committee-Recommended Changes)
- (3) Non-acceptance; may reapply after six months with new works

## **Museum Shop Committee - Review Process**

The Museum Shop Committee reviews Consignor Applications at minimum three times per year. Consignors are asked to not inquire about the status of an application. Notifications will be sent to the consignor as soon as decisions are made.

## **Commission, Membership, and Payments**

Gadsden Arts must have a signed Consignor Agreement and current, completed W-9 (Request for Taxpayer Identification Number and Certification) on file at Gadsden Arts prior to having merchandise displayed and sold in the Museum Shop. All work is accepted on consignment and must be for sale with prices set by the artist. The Museum Shop will retain a 40% commission and all prices should include that commission. Consignors are paid for work sold within each month by the 15<sup>th</sup> of the following month.

## **Delivery and Condition of Work**

All consignors must deliver items to and pick up items from the Museum Shop, and arrange time for such **in advance with the Museum Shop Manager. Drop-in delivery and pick up is not permitted.**

All items must be in suitable condition for display with appropriate attachments. Please use the following guidelines for special items:

- Wall art must have a wire on the back to hang
- Jewelry - Gadsden Arts may feature jewelry in alternate displays, but all jewelry must arrive in the following packing: mounted on a cardstock jewelry holder or similar display. No plastic or cloth bags. Hanging displays/stands (necklaces, bracelets, earring trees) must be pre-approved by the Museum Shop manager.
- Prints and notecards must be wrapped in plastic sleeves that are clear, clean, and fitted to the object size (resealable preferred). Notecard box sets are also permitted, but must show contents on the outside of the box through a tag or label with thumbnail images and/or text (multiples of cards, variety of cards, etc.).

### **Additional Items For Delivery**

- **Required: Museum Shop Intake Form** - Must be completely filled out by Consignor, signed by both Consignor and Gadsden Arts representative. Please fill this out in advance and bring it with you.
- **Required: Current Membership** - Please maintain a current membership. Your annual membership renewal is mailed to you 30 days in advance of the membership expiration date. If your membership lapses while you have items in the Museum Shop you will have a one-month grace period to renew before your items will be pulled.

### **Withdrawal or Return of Objects**

- The sales and inventory of each consignor will be evaluated annually by the Museum Shop Committee. Each consignor will then either (1) renew their consignment period with the Museum Shop manager, (2) replace the items with new items and enter a new consignment period with the Museum Shop Manager, or (3) be asked to withdrawal items from the Museum Shop (consignors may reapply for the Museum Shop after 6 months)
- To continuously refresh and update Museum Shop inventory, top-selling consignors may be asked to rotate items before the end of their consignment period. Consignors are not required to rotate items, and may only do so with approval from the Museum Shop Manager. Please do not pick up items without prior arrangement with the Museum Shop Manager or Executive Director.
- At pick up, all consignors must sign a **Release of Goods Form**.
- GAC will give reasonable notice in writing to the Consignor's address provided with the Consignment Agreement if it desires to have an object taken back by the Consignor for any reason. Any **address updates must be provided to the Bookkeeper in writing**.
- If the Consignor shall not withdraw such property within ninety (90) days from the date of such notice, Gadsden Arts shall have absolute right to dispose of such property in any manner it may elect.

### **Display of Work**

Museum staff make all decisions regarding placement of objects in the Museum Shop. Staff members may move or remove work at any time, and does not guarantee to display all consigned works submitted at the same time. If a consignor's work is permanently removed from the Museum Shop, they will be notified within 2 weeks, with conditions for replacing the items, editing the items, or returning the items to the consignor.

### **Storage of Extra Items**

On-site inventory storage is extremely limited. Gadsden Arts staff will work with consignors on a case-by-case basis in the storage of additional inventory.

### **Sale & Gift Packaging**

The Gadsden Arts Museum Shop provides all sale and gift packaging. Due to storage space limitations, we do not keep individual gift bags for each consignor. If you would like to donate gift supplies that follow our

packaging styles, you may, but please note that they may be used for any Museum Shop item, and cannot be limited to only your work. Customers will have the option of purchasing jewelry or gift boxes at an additional cost.

**Loss or Damage Liability**

Gadsden Arts uses best practices for the security and handling of consigned objects. The Consignor retains responsibility for any and all loss or damage to consigned objects. The Consignor may elect to maintain his/her own property insurance. This consignment agreement shall constitute a release of Gadsden Arts from any liability in connection with the consigned property and in no event will the Consignor seek recovery against Gadsden Arts for damage or loss in relation to consigned objects. Gadsden Arts can accept no responsibility for any error or deficiency in information furnished to the Consignor’s insurance or for lapse in coverage.

**Publicity**

Unless Gadsden Arts is notified in writing to the contrary, it is understood that the objects lent to it may be photographed and reproduced in Gadsden Arts publications and for publicity purposes directly connected with the Museum Shop including using the images on the Gadsden Arts website, and that images of the works may be used for educational use prior to and during the display at Gadsden Arts. Unless notified to the contrary, amateur photographers may take pictures of the work if they agree not to use the photographs for commercial purposes.

Consignors to the Museum Shop may plan additional publicity, at their own expense; however, prior written approval of content and design from the Executive Director of Gadsden Arts is required. Any additional publicity must contain the statement “Produced and underwritten by [artist/organization name]”.

**Special Cases**

**Art in Gadsden**

- In past years, all artists who were accepted into Art in Gadsden were invited to bring prints or notecards to the Museum Shop. Due to space limitations, Art in Gadsden Artists must indicate that they wish to apply for representation in the Museum Shop during the Art in Gadsden Exhibition. The Museum Shop Committee will review the applicants and notify the accepted applicants within **three weeks** of the Art in Gadsden Drop-Off date. Approximately 10 total artists may be accepted, depending on space available. In addition to the 10 artists accepted, the Art in Gadsden Award winners and the poster artist will automatically be eligible to sell prints and cards in the Museum Shop, but must follow the same display guidelines of all Museum Shop consignors. The artists to be included in the Museum Shop will be subject to the same application criteria as all consignors. Unsold Art in Gadsden inventory will be scheduled for removal at the end of the annual Art in Gadsden exhibition, unless otherwise directed by staff.

**I agree to the conditions of this agreement.**

\_\_\_\_\_  
Consignor’s Signature Date \_\_\_\_\_

\_\_\_\_\_  
Gadsden Arts Center & Museum Staff Date \_\_\_\_\_