



ROCKPORT
CENTER
FOR THE ARTS

Mary and John Willrodt Gift Shop

Policies and Procedures

Thank you for your interest in consigning your original artwork in the gift shop. Because space is limited, we do have a formal process for member artists to apply for inclusion to help insure a balance of media, artists and price points on the sales floor.

Steps for applying to be included in the gift shop:

1. If not already a member, join Rockport Center for the Arts, <https://www.rockportartcenter.com/membership>
2. Review this document
3. Gather digital images of your artwork. Only original work, prints of original work and photographs created by member artists will be exhibited. No manufactured items or kits.
4. Complete a gift shop artist application form online, <https://www.rockportartcenter.com/gift-shop-inventory>
5. Submit your application to the gift shop committee for review. All work exhibited in the Gift Shop is subject to approval of the Gift Shop Committee.

Responsibilities of a gift shop artist

Only original work, prints of original work and photographs created by member artists will be exhibited. No manufactured items or kits.

Once an artist has been notified they are approved to submit work to the gift shop, artists will be responsible for populating inventory forms and labeling their artwork using labels provided by RCA.

Inventory Process: Complete an online inventory form.

<https://www.rockportartcenter.com/gift-shop-application>

Inventory Form Information:

- Artist name and contact information
- Inventory number (Artist must create inventory numbers)
- Small description
- Price
- Quantity

Initial inventory upper limits guidelines per artist

(Gift Shop Committee reserves the right to adjust quantities)

- Books: 3
- Cards: 15
- Prints: 6
- Glass works: 3
- Pottery: 3
- Jewelry: 10
- Other: to be determined by the Gift Shop Committee

Labeling Process:

1. After completing the online inventory form, call Kim at (361) 729-5519 to schedule a time to pick up your labels. Your labels will include last name, first name, inventory number, price.
2. Once your items are labeled, call Kim at (361) 729-5519 to schedule a time to drop off your labeled merchandise. *You may opt to do both of these steps in one meeting and label your work while at RCA.*

Display Process:

- The Gift Shop manager and Committee are responsible for placement of items in the Gift Shop.
- Unsold items will be rotated out of the Gift Shop every three to four months.

Payment Process:

- Artist will retain 70% of the sale price of work sold in the Gift Shop. RCA will retain 30% of the sale price.
- Payment is made to the artist in the month following the month an item is sold.
- Payment is made by check and are issued and mailed to artists on approximately the 15th of each month.

Damage and loss liability

Rockport Center for the Arts and the associated Gift Shop will not be responsible for loss or damage to any item placed on consignment with the Gift Shop. Responsible care will be given to the handling and displaying of items while on consignment in the Gift Shop. It is to be noted that all items for sale may be handled by potential customers.

Natural disaster liability

Because the Art Center staff has limited time to prepare for a swift evacuation in the event of a natural disaster, the Rockport Center for the Arts is not responsible for the relocation or safe storage of work held in the Gift Shop. Artist is responsible for retrieval of their work(s) and must sign them out properly prior to an evacuation.

ACKNOWLEDGMENT

By signing below, I agree to abide by the policies outlined above. I agree to be responsible for my work on view in the Gift Shop, and in the event of a natural disaster evacuation, I will retrieve my work according to plans posted by the Art Center through email and web notification. If I am unable to retrieve my work or choose to leave my work in the Gift Shop, the Rockport Center for the Arts is neither responsible for the safe relocation of my work nor liable to reimburse the claimed value of the work in the event of natural disaster damage.

Signature of Artist _____

Printed Name of Artist _____

Date _____