

## **Mint Hill Arts Gift Shop Consignment Artist Policies**

***Artwork accepted for sale in the Mint Hill Arts Gift Shop must be of high quality and the original handcrafted work of the Consignment Artist.***

- **Who qualifies:**
  - All the Consignment Artists submitting artwork for sale in the Gift Shop must be current members of Mint Hill Arts.
  - Student artwork may be accepted but must not have been touched by the instructor.
  
- **Artwork submissions:**
  - Consignment Artists submitting artwork for sale must complete a Gift Shop Merchandise Form and include a photo of your artwork for consideration of inclusion.
  - Submission of Gift Shop Merchandise Form does not guarantee acceptance into inventory.
    - Gift Shop Coordinator will send confirmation within 15 days.
    - The Gift Shop Coordinator will schedule drop off information at that time.
  - Products must be safe, show quality of workmanship and have a reasonable life expectancy.
  - All Consignment Artists must agree to the Gift Shop Liability Policies linked to the Gift Shop Merchandise Form.
  - Artwork may be selected for an offsite sale provided Consignment Artists' permission is granted as reflected on Gift Shop Merchandise Form.
  
- **Consignment art:**
  - MHA will use photos of all artwork for promotional purposes and for items sold online.
  - Pricing will be set by the Consignment Artist but must be in line with comparable items sold elsewhere.
  - MHA will deduct 20% commission from the sale price of all products.
  - MHA will pay 80% of the price set by the Consignment Artist monthly, for items sold within the prior 30-day period. Date to be specified upon acceptance of artwork for consignment.
  - MHA will be responsible for collecting and paying out all state and/or local sales tax to the appropriate government tax departments.
  - If total sales for a Consignment Artist exceed \$600 within one year, a W-9 form will be required for tax purposes. Income information will be reported to the appropriate government income tax agencies.
  
- **Consignment artwork not sold:**
  - Any artwork not sold within 60 days will be required to be rotated out of inventory.
  - Any artwork removed from inventory must be picked up by Consignment Artist within 30 days or it becomes the property of Mint Hill Arts to sell at a reduced price or dispose of as needed to alleviate stockpile of excessive unsold inventory.
  - Consignment Artists requesting removal of any artwork accepted into inventory must provide that request in writing 15 days prior to removal. Requests will be sent to Gift Shop Coordinator via email only: [giftshop@minthillarts.org](mailto:giftshop@minthillarts.org) This allows time for the inventory to be removed from onsite and online systems.
  
- **Consignment Artist agreement:**
  - By submitting the Gift Shop Merchandise Form, the Consignment Artist agrees to all policies and procedures stated in this document.

***All policies are subject to change and MHA will provide 30 days' notice to Consignment Artists regarding any amendments to these policies. Questions should be directed to the Gift Shop Coordinator.***