

APPLICATION FORM FOR CONSIGNMENT SALES

All work must be juried, by our Members, at our monthly meeting, which is every 3rd Tuesday of the month (there is no meeting in August and December).

Criteria for acceptance is as follows: aesthetics and design, technical competence, originality, presentation, retail potential, suitability to our space limitations, and whether the items are in direct competition with members or other consignees.

Bring in 5 items, a few days, before our meeting. Items should be clearly marked with your name, address, phone number, and the retail price. A reply with the result of the jurying will be given within 7 days.

Please include a **short biography or an artist statement, and a retail price list** . If you have your craft in another store in Nelson please list that also. Our policy is that we have exclusivity in the Nelson area.

A non-refundable fee of \$16.80 (includes tax) must accompany your application or your work will not be juried.

CONSIGNMENT CONTRACT

As of January 1 2016

Standards of Quality

Current work must maintain the standards presented when juried. If you are producing new work for the Store, where products made with materials or techniques different from those previously juried, you must submit samples for review by the Members.

We have a policy that members and consignees may not sell, or display for sale, the same style, or type of work, in other commercial places in Nelson. Exceptions are Craft Fairs, Gallery showings and Markets.

Fees

Consignment fees are \$60 yearly, due January 1st of each year, and must be paid in order to display and sell work (the \$16.80 application fee is deducted from this fee for the first year). This fee will cover display costs, marketing, and a presence on the Craft Connection's web site. It is the Store's policy to deduct the \$60 Consignment fee from the December sales cheque where possible. Fees not paid by April 30th will result in work removed from the Store.

Craft Connection Responsibilities to Consignee

General

The Craft Connection's consignment rate is **42%** of the retail price.

Cheques for work sold at the Craft Connection will be issued monthly at the subsequent month end. Consignees with a month end balance of \$49 or less will have their balance held until the amount owed to them is at least \$50.

On occasion, customers return work to the Store for refund or credit. If a Consignee has already been paid for the sale, this amount will be deducted from the Consignor's next cheque.

Returns of defective merchandise to the Consignee will be dealt with on an individual basis. Items that are proven to be defective or do not meet Craft Connection Standards of Quality will be removed from our inventory and will be returned to the Consignee at their expense.

The Craft Connection is covered by insurance for fire and criminal activities i.e. breaking and entering, however though the Store takes careful measures to prevent theft, **there is no coverage for shoplifting or breakage.**

Inventory is reviewed on a quarterly basis. The Store reserves the right to remove any item that has not sold within **6 months** of its arrival. We ask that arrangements be made to collect these items within **14 days** of notice.

Current monthly inventory lists and sales summaries can be made available upon request.

Merchandising

The Craft Connection retains the right to determine how Consignee's products will be displayed, including quantities and selection. The Store strives to maintain strong displays based on factors such as space, seasonal market and sales history. Displays are restocked and rotated frequently.

Marketing and Promotion

The Craft Connection retains the right to display and market consigned products through its retail marketing opportunities. This includes our web site, promotional events, advertising and in-store displays.

The Craft Connection provides written and verbal information about its craftspeople and their work as provided by the craftsperson. **Please submit 2-4 photos of your work to be used for marketing purposes.**

Consignee's Responsibilities to Craft Connection

Delivery of Product

All product brought into the Craft Connection must have an accompanying invoice with a description of each item, quantity, and retail price.

The Consignee owns their work until it has sold. The responsibility is upon the Consignee to maintain their own inventory record of the product(s) and price(s) they have submitted. Unless the Consignee provides their own invoices with each delivery, the Craft Connection is not responsible for inventory discrepancies.

Consignment product delivered to the Craft Connection must be properly packaged for storage and formally received by a staff person. If possible, please deliver product during week days to alleviate congestion on a busy weekend.

When a Consignee chooses to remove inventory from the Craft Connection, **at least 2 days'** notice must be given. Return shipping costs will be the Consignee's responsibility.

Pricing

It is the consignee's responsibility to ensure that the prices provided are retail prices. The Store will only be responsible for paying consignment amounts on the prices listed on their invoice.

The Consignee must maintain consistency in their retail pricing. The selling price on product at the Craft Connection and local Craft Fairs or Markets should be the same.

If a Consignee wishes to make changes to their retail prices, they must state the changes in writing and a list of items affected must be provided.

Craft Fairs/Markets

The consignee must notify the Craft Connection of any product they wish to remove from the Store **14 days** prior to any Fair. This allows staff the time to remove and prepare stock, write up all paperwork and make inventory adjustments.

Consignees are encouraged to maintain a full display of work in the Craft Connection during Fair dates. When displays are emptied it diminishes the integrity of the Craft Connection and ultimately sales and return customers are lost.

Consignees who return any removed product to the Store after a Craft Fair or Market must ensure that it is returned with an invoice as with any new shipment. Once inventory is removed the Consignee cannot be guaranteed the same space in the Store.

By applying as a consignee you accept these terms. Please phone the Store at (250-352-3006) or email craftconnection@netidea.com) if you have any questions.

Thank you for your interest in the Craft Connection.

Craft Connection

A Cooperative of Kootenay Artists

378 Baker Street, Nelson BC V1L 4H7
 craftconnection.org | craftconnection@netidea.com
 (250) 352-3006

Date:			
Name:			
Address:		Postal Code:	
Phone:		Email:	
Biography:			

Please use the back of the page if necessary.

ITEM	RETAIL PRICE	DESCRIPTION

CHECK LIST

- Fee of \$16.80
- Name, Address, Contact Info
- Inventory Checklist
- GST Number, if applicable

Craft Connection Cooperative

378 Baker Street
 Nelson BC V1L 4H5
 (250) 352-3006

Things to Consider When Applying:

- Items for jurying must be complete. No wet paint, rough edges, loose threads, etc. Don't rush to meet the deadline. If your product is not at its best, wait until it is. We will not jury incomplete items.
- Make sure each piece has a price tag.
- Children's products are safety compliant and/or labeled (i.e. "not suitable for children under 3").
- Electrical products must be CSA approved and with a label.
- We do not accept copies of other artist's work, kits, or imports.
- Product be handcrafted a minimum of 50% by the artist.