



SANTA CRUZ MOUNTAINS ART CENTER
9341 Mill St. Ben Lomond, CA 95005

GIFT SHOP SALES & FEATURED ARTIST POLICY
Adopted 3-8-2004

POLICY FOR GIFT SHOP SALES & FEATURED ARTIST

- 1) Commission sales in the Gift Shop are open only to members in good standing.
- 2) Submission Recommendations:
 - a) Art submitted for the Gift Shop be smaller than 16" in any dimension,
 - b) Retail for under \$100
 - c) Limited # of pieces, based on available space
 - d) Artists are encouraged to submit an Artist's Statement/Bio/Examples of their work to be displayed for public view in our "Gift Shop" book. The statement should be nicely printed, and should be no more than 2 pages (double-sided).
- 3) Art work submitted for the Gift Shop will be received in **ONLY** by a designated Gift Shop Committee member, properly identified and tagged, and a corresponding Gift Shop Form filled out and initialed by both the artist and the receiving Committee member. The designated Gift Shop Committee member reserves the right to not accept work that is deemed inappropriate for display.
- 4) Commissions are 70:30 with the artist receiving 70% of the sale price and the SC Mountains Art Center receiving 30%. The Art Center is responsible for handling sales tax for all items sold.
- 5) Sales commissions that amount to more than \$10 will be paid at the first of each month. The Gift Shop Committee Chair (or designated Committee Member) will be responsible for filling out the monthly Check Request Form for Gift Shop Sales. If under \$10, the amount to be paid will be carried over to the next month until it is over \$10.
- 6) Monthly inventory will be done by a designated committee member. Artists will be notified to remove/replace items that have not sold within a 3 month period. After notification, artists will have 30 days to pick up their work, after which said work becomes a "donation" to the Art Center.
- 7) It will be the responsibility of the Gift Shop Committee to solicit and select (jury) proposals for the featured artist of the month. Selected Featured Artists will be notified 2 months in advance. Designated Gift Shop Committee members will arrange the monthly display as appropriate.
- 8) Participating artists may be asked to gallery sit for 3 hours per month while work is in the gift shop

My signature below certifies that I have read and understand the conditions of this policy.

(Print full name)

Signature

Date