



Welcome,

We are so happy to have you as a/an _____ artist with our shop. For our records, you have been assigned the following personal identification code:

In addition to any personalized tags you may attach to your artwork, please tag separately, each of the items with your personal identification code, the item number and price. Please use hang tags or tags that are easily removed from your product and refrain from putting the price anywhere else on your artwork.



Enclosed is an inventory sheet to list the items you submit for the shop/show. Please fill out the top section and the first four columns. For example:

NAME: Abby B. Carlson					CODE: ABC			
Code	Item #	Description of Item	Price	Date In	Date Sold	Sold By	Ticket Number	Personal Use
ABC	001	Apron, Small, Red	65.00	5-13-10	/ /			
					/ /			
					/ /			
					/ /			

Date sold, Sold By, and Ticket Number will be completed by Eclectics upon sale.

Guest Artists should have their items tagged and in the Gallery no later than 5 days prior to the date of your show and products will remain in the Gallery for a 30 day period unless other arrangements have been made.

We hope all of our items will be sold, however, you will be notified when the remaining items are ready for pick up. You may pick up your artwork anytime during our business hours.

Guest and Consignment Artists should be sure and read the consignment agreement thoroughly.

Tags

Do not use hard to remove stick on tags.

We encourage unique tags that say something about you and/or your art. Customers that are purchasing gifts seem to love these.

You should never write your price and inventory code directly on a unique product tag. Then we have to remove your entire tag upon sale of the artwork.

Shows

Sometimes we have an all-shop show centered on a theme. We usually have 5 major shows in a year. Theme show items should be new (not necessarily a new product line but that would be nice).

Contact Information

Please be sure the shop has the following contact information for you at all times. Not only will it ensure timely payment it will also allow us to keep you up to date on what is going on around the shop.

- First Name
- Last Name
- Company
- Best Phone
- Street
- City
- State
- Zip
- Email
- Website