



The SHOP Consignment Application

Please fill out all lines:

Name: _____ Date: _____

Phone: _____ Email: _____

Website: _____

Address: _____

Is it okay for people outside of the ZACC to contact you? Y N

Brief description of items to sell:

Apparel Jewelry Cards/Paper craft Bags Other

Price Range: _____

Approximately how many items will be stocked? _____

Do you want access to a locked display case? Y N

If the locked case is currently unavailable, can your items be displayed in a non-locked area until a locked space is available? Y N

For staff use only

Date Reviewed: _____

Approved? Y N Artist Till # _____

If wait-listed, the next opening will be _____

SHOP staff signature: _____

Please read and initial SHOP guidelines:

Artists and the SHOP agree that the SHOP's commission shall be 30% with the remaining 70% going to the artist. ZACC Studio Artists and the SHOP agree that the SHOP's commission shall be 5% with the remaining 95% going to the artist. Checks for the monthly total will be mailed to the artist by the 15th of the following month.

We require all artists to volunteer three hours per month to help at the SHOP desk. Additional volunteer hours are greatly appreciated, as the ZACC depends upon volunteers to help keep the SHOP open and running. If you are unable to come into the center for volunteer hours, but would like to contribute your time to the ZACC, please provide an alternate form of volunteer service.

All consignment items will go through staff approval in the order they arrive. The SHOP can accommodate 16 artists at a time, so applications may be placed on a waiting list after approval. Consignment items will be reevaluated every three months. At that point, the ZACC reserves the right to either renew or discontinue items.

Artist business cards are required.

The ZACC staff will make the decision of where items are displayed. If you wish to use your own stands, please check with the SHOP staff and clearly mark your displays.

Due to limited space in locked displays, there may be a waiting list to use the space.

The SHOP accepts the products listed on the inventory sheet attached to this agreement on consignment. Additional items may be incorporated into this agreement with approval of both parties. Artists are responsible for keeping their inventory sheets updated and products restocked, cleaned, and rotated each month. The SHOP staff is not responsible for keeping your items priced. Please make sure your items are properly tagged. The ZACC cannot sell items which are not priced.

Inventory must stay in the SHOP; please provide separate inventory for outside sales (market, other retail shops). If items leave the SHOP before the end of the month, a staff member must sign off on the pulled item(s) and agree upon return date.

I have read and I understand the conditions listed above for consigning my work to the ZACC and the SHOP. The ZACC reserves the right to remove my items if I fail to follow SHOP artist guidelines.

Signature: _____

Print Name: _____

Date: _____