

INTRODUCTION

Arts Cheyenne (a non-profit arts organization located in Cheyenne Wyoming) has opened a creative products gift shop as a part of the Cheyenne Creativity Center—an arts and culture center. The purpose of the center is to create a space for visual and performing artists to gather, learn, and create together in a collaborative environment. The Center is a pilot project for Arts Cheyenne to test the community's response and need for a local arts center, building up awareness, capacity and funding for a permanent center in the future. The inaugural program of The Center is the 'Emerging Artists Program'--a program designed to offer education, training, curation and real-world experience for Emerging Artists in the Cheyenne and Laramie County area.

The Gift Shop featured in the Creativity Center is intended for artists, both emerging and professional, to have a place to display and sell their original creations, under the following guidelines by mutual agreement of the Parties. Agreement is confirmed herein by signatures of the Parties.

APPLICATION PROCESS

The Gift shop is managed by Arts Cheyenne staff and volunteers who maintain inventory control, promote the shop, display the creations, conduct and transactions, and manage bookkeeping.

Any Artist wishing to be considered for displaying their original fine art/crafts for sale must complete the online submission form, found at artscheyenne.com/cheyenne-creativity-center. Gift shop submissions are reviewed on the 15th of every month, and new artists are contacted within a week of that review period.

Types of Artwork Accepted:

- **Wall hung art:** paintings, drawings, photography, serigraphs, printmaking and prints of original artworks
- **Wearable art:** scarves, clothing, jewelry, hats, purses, etc.
- **3-Dimensional and functional art:** glass work, pottery and ceramics, wood carvings, sculpture, mixed media assemblage
- **Other art items:** greeting cards, forge work (knives/cutlery), woodwork, etc.

GIFT SHOP POLICY & CONTRACT

If an artist is considering entering a piece of work that does not fall into a traditional category, please submit anyway—we're always happy to review and have a conversation!

SELECTION PROCESS

Creativity Center/Gift Shop staff make the final selections on all accepted inventory. As stated, the Gift Shop will carry all manner of fine art and crafts, but consideration is predicated on salability, design, technique, seasonality and appropriateness of shop inventory. The Creativity Center Gift Shop reserves the right to reject works that do not meet our standards or space parameters.

Number of works selected depends on the size of works and space available at the time of submission. Once works are accepted into the gift shop, artists will be notified via email, provided a copy of this agreement to sign, and asked to complete the attached inventory sheet.

SALES/FEES

Artists are asked to set their own retail prices and receive 70% commission on all works (The Creativity Center retains a 30% commission to cover our costs and to help manage Center activities). Artists are encouraged to price their works accordingly. We ask artists to consider pricing their items to encourage sales so that we may offer a wide array of price points.

Artists will be reimbursed for work sold in the gift shop within 30 days after the sale, and will be notified regarding any need for inventory updates at that time. A copy of the bill of sale will be supplied with payment. The Creativity Center/Gift Shop does not provide exchanges or refunds to customers on purchases.

ARTWORK DISPLAY

The Creativity Center maintains strict guidelines on preparing artwork for display:

- All wall-hung work must be matted, framed and/or have clean canvas edges
- All wall-hung work must be properly wired and ready to hang (we regularly help artists with this process, so please reach out if you are unsure)
- Wall hung work must include information on the work's title, medium, and price, attached to the back of the work (we will create display tags)
- Unframed 2-D work for rack display must have a mat and/or backing and be covered in plastic

GIFT SHOP POLICY & CONTRACT

- 3-D artwork, wearable art, and other unique items must come with instructions for display, including directional indications (ie. which side is up)
 - Additionally, Pottery/ceramics should be labeled for microwave, oven and food safety
 - Wearable art should list fabric content and cleaning instructions
 - Jewelry should list metal or materials contents and cleaning instructions

All work submitted must be listed in your inventory sheet with all supporting information. (Please make sure both the artwork itself is labeled with title and price as well as on the inventory sheet, in order to make sure that Gift Shop staff labels and prices the works accordingly). Costs associated with delivery and pick up are the responsibility of the artist.

Artists may also include an artist's statement or bio of no more than 1 one paragraph in length, as well as 25 business cards.

CONSIGNMENT PERIOD & ROTATION OF INVENTORY

Inventory of each artist's work will be refreshed every six months from the date the items were submitted. Gift Shop staff will evaluate inventory to determine whether to maintain those works, request new works, or terminate the agreement.

Artists will be notified by phone and/or email regarding all inventory needs and communications. If after three communication attempts are made and the artist does not respond to artwork pickup, works will be placed in Creativity Center storage and all responsibility to the artist—including contents, number and condition of items will cease. Any remaining work after 90 days of storage will become the property of the Creativity Center.

INSURANCE

Arts Cheyenne and the Cheyenne Creativity Center are not responsible for damage or theft of artwork while in transit to or from the Center. Inventory will be inspected at the time of drop off. Damaged pieces will not be accepted for sale.



GIFT SHOP POLICY & CONTRACT

The Creativity Center gift shop makes every effort to ensure that theft and damages do not occur while in possession of the Gift Shop display, and a qualified person or persons will be in attendance at all times when the Gift Shop is open to the public. However, should any loss or damage occur, the artist understands and accepts the full risk or loss of damage to articles placed on consignment. Damaged items will be returned to the artist. Artists are encouraged to explore insurance for their artwork as they see fit to assist in the event of an issue.

TERMINATION

Notwithstanding any other provision of this Agreement, this Agreement may be terminated at any time by either Arts Cheyenne or the Artist, by means of written notification of termination from either party to the other. Within 30 days of the notification of termination, all accounts shall be settled and all unsold Artworks shall be returned by the Gift Shop.

AGREEMENT

By signing this form, I agree that I have read and understand the Cheyenne Creativity Center Gift Shop policies, have met all requirements, and will adhere to these policies and guidelines

ARTIST INFORMATION

Name

Address

Phone Number

Email

Signature

Date

CCC GIFT SHOP REPRESENTATIVE

Name

Signature

Date

