



NORTH HILLS ART CENTER

General Instructions & Commission Rates

Information & forms can be found on our artists page: northhillsartcenter.org/art-shows

PLEASE NOTE: due to the cancellation of several local Artisan Markets/Craft Shows, our limited space, and in fairness to all of our artists, we will be screening applications. This will ensure inclusion of a wide variety of art/crafts & continue the high-quality shopping experience of years past. In order to facilitate this, JPGS will be required at the time of application.

- ✓ Entry fee is \$25 for non-members and free to members of the North Hills Art Center (NHAC). Individual membership is \$35 (\$30 - senior membership, 65+; \$20 - first responder/military individual membership).
- ✓ NHAC takes a 30% commission on all sales and is responsible for payment of 7% sales tax to the state. Payments to the artist on merchandise sold will be made within 60 days of the last day of the Artisan Market.
- ✓ Artwork submitted must be original. No kits, work produced from commercial patterns or slip cast ceramics will be accepted. *No copyrighted images.*
- ✓ All items submitted are subject to screening by the NHAC – *please see note above.*
- ✓ The display of items is exclusively at the discretion of the NHAC.
- ✓ All merchandise **must be tagged** with the **artist's initials, inventory number, and price**. The artist must complete the NHAC online inventory form **AND** present a printed copy of inventory form at the time of drop off. ****EACH item MUST have a price tag with artist's initials & inventory # unique to that item.** (for example, if you have 10 red scarves, EACH red scarf MUST have a **different #**, even if they are the exact same red scarf).
- ✓ Each item must be listed on a separate line on the inventory sheet. (for example, if you have 10 red scarves, EACH red scarf MUST be listed on a separate line, even if they are the exact same red scarf).
- ✓ *No price signage in lieu of individually priced items.* All items MUST be tagged individually. Computer generated/printed price sign *in addition to* individually priced items is fine.
- ✓ Items requiring hanging must be prepared for hanging prior to submission.
- ✓ NHAC will take the utmost care of all items submitted. However, NHAC is not responsible for any accidental damage or theft that may occur.
- ✓ Artisans need not be present for the dates of the market; the market is staffed by NHAC staff and volunteers.
- ✓ Artisans are welcome to provide business cards to be included with the display of your items. We want to showcase our artisans!
- ✓ Due to space limitations, **we may need to limit the number of items you submit** at drop off- but will we contact you as your items sell for replenishment. You may contact us at any time to ask about your inventory.
- ✓ Sign-up by emailing info@northhillsartcenter.org with your **full name/ mailing address/phone number** and what items you will be offering. JPG's of your work are **REQUIRED**. Submissions without jpgs will not be considered.
- ✓ **Delivery of items:** November 8 – November 12, 10am-3pm; November 9, 7-9pm and November 13, 10am-12pm
- ✓ **Pick up of items:** Dec 14, 7-9pm, Dec 15 – Dec 17, 10am-3pm; Dec 18, 10am-12pm (tentative)