



NORTH HILLS ART CENTER

General Instructions & Commission Rates

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

PLEASE NOTE: 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 depicting a sampling of your items is required at the time of application.

- ✓ Entry fee is \$40 (includes 1-year individual membership) and free to members of the North Hills Art Center (NHAC).
- ✓ 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. Items requiring hanging must be prepared for hanging prior to submission. *Artists are responsible for bringing their own display fixtures/racks.*
- ✓ All merchandise **must be tagged** with **THREE artist's initials, inventory number, and price** (ex: NHA 123). 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 3 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).
- ✓ **Merchandise not meeting the above requirements will be rejected.**
- ✓ *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.
- ✓ 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 we will 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/full 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 7, Tue **EVE ONLY**, 7-9pm & November 8 – November 10, Wed-Fri, 10am-3pm
- ✓ **Pick up of items:** December 12, Tue **EVE ONLY**, 7-9pm, December 13 – December 15, Wed-Fri, 10am-3pm
*All items **MUST** be picked by that December 15-no exceptions.*