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 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/full mailing address/phone number and what items you will be offering. JPG’s of your work are REQUIRED. Submissions without jgps 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.