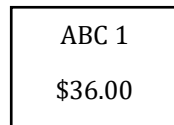




Welcome,

We are so happy to have you as a/an _____ artist with our shop. For our records, you have been assigned the following personal identification code:

Tags: You are responsible for tagging your items. Every item needs a tag with your personal code and inventory number, and the price below it. There should be no other information on the price tag.



Example for artist "ABC"

To keep things simple, start your inventory with number 1 and continue in order. Please do not use codes or numbering systems from another sales venue. EVERY ITEM needs a unique number, even if they are identical, like soap or cards with the same image. Every item we sell goes on its own line, so it needs its own number.

Your price tags will be removed when the item is sold, so they should be either hangtags if appropriate, or stickers that can be removed. Avoid stickers with "permanent" adhesive! The price should not be found anywhere else on the item, both because our items are often given as gifts, and because it is too easy to make errors.

Inventory sheets: Blank inventory sheets are provided, and can also be printed from the "Join our team" tab on our website. Each sheet has 20 lines. The artist should fill out the name/code and first 5 columns, as seen below. When your item has sold, we will fill out the spaces on the right.

NAME Abby B Carlson

CODE ABC

Code	Item #	Description of Item	Price	Date In	Date Sold	Sold By	Ticket #	Personal Use
ABC	1	Scarf/red/long	\$36	4/15/22	/ /			
ABC	2	Purse/leather/stripes	\$68	4/15/22	/ /			
ABC	3	Keychain/strap/pink	\$15	6/4/22	/ /			

Because we document every item sold on these sheets, often on busy days, your inventory numbers should be IN ORDER, and the sheets themselves will be kept in numerical order in your file.

For your own records, we recommend snapping a quick photo of your inventory sheet with your phone so you know which number comes next as you add inventory.

Personal tags: We encourage you to also have a tag with your logo or business name if you'd like, and a little information about you or your work. People like learning about the maker, and this is especially appreciated if your art will be a gift. (This is why they should never have the price on them!)

Consigning and Guest artists should read the Consignment Agreement thoroughly.

If you are a **guest artist**, please have your items at Eclectics, tagged and with inventory sheets, no later than 5 days before the date of your show. Your items will remain in the gallery for 30 days unless other arrangements have been made. We hope all your items will be sold; however, we will notify you when any remaining artwork is ready for pickup. You may pick up your items any time during business hours.

Shows: Consigning artists are encouraged to join us when we have "shows" with a specific theme. We may do this several times a year. We will let you know in advance of an upcoming show theme, and we invite you to create new artwork/items that fit the category. This is not required, but it's great to fill a show with a wide selection of things from different artists.

Important: Make sure we have all your contact information. This ensures that you receive your payments promptly, but also helps us contact you when we have special events or questions about your artwork. Do we have all this information?

- Name (first and last)
- Company or business name, if applicable
- Complete mailing address
- Best phone number
- Email address
- Website, if applicable