



General Instructions & Commission Rates

- ✓ Entry fee is \$20 for non-members and free to members of the North Hills Art Center (NHAC). Individual membership is \$35 (\$30 for senior membership, 65+).
- ✓ 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 or work produced from commercial patterns will be accepted. No copyrighted images.
- ✓ All items submitted are subject to screening by the NHAC.
- ✓ 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 present a completed NHAC inventory sheet 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 scarves, EACH scarf MUST have a different #, even if they are the exact same scarf).
- ✓ Each item must be listed on a separate line on the inventory sheet. (for example, if you have 10 scarves, EACH scarf MUST be listed on a separate line, even if they are the exact same 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.
- ✓ Sign-up by emailing info@northhillsartcenter.org with your name/address/phone and what items you will be offering. A jpg or 2 of your work would also be appreciated.
- ✓ Delivery of items: November 7 – November 9, 10:00-3:00; November 10, 10:00am-2:00pm
- ✓ Pick up of items: December 12 – December 14, 10:00am-3:00pm; December 15, 10:00am-2:00pm (tentative)