

CONTEMPORARY HANDWEAVERS of HOUSTON **ONLINE CONSIGNMENT AGREEMENT**

Contemporary Handweavers of Houston (CHH) has created an Online Gallery for the purpose of allowing its members the opportunity to sell their handcrafted items throughout the year over the internet.

This document lays out the rules and guidelines for online consignment submission.

Item Submission: Items submitted for the online gallery will need to have their photos (1 photo for each submission) plus descriptive information (for each item) (see Description Note below) sent to chhonlinegallery@gmail.com for review and approval by the online gallery team. Once approved, the information will be uploaded to the gallery.

Please attach your JPEG photos to your email and include your descriptions and any other text in the body of your email. You may use the Item Submission template available online.

Selling Price: Shipping costs will be extra and the amount needs to be shown separately, with the selling price, by the submitter for publishing. We will be adding 10% to the selling price to cover sales tax and handling.

Commission: There is a 25% commission retained for each item sold. This commission is used to help pay gallery and credit card fees. It will be deducted from the artist's selling price.

Payment: Payment for items sold will be in the month following the sale of the item. For example, all pieces sold in August will be paid in September. The shipping cost will be included in the payment. (see Payment Note)

Duration: The maximum period for a given item to be in the consignment inventory is 3 months. After 3 months, the item will be removed from the online gallery.

Shipping: The participant is responsible for their own shipping. When an item has sold, the participant will be notified by the online team. Items must be shipped with 3 days. If the participant is out of town, the buyer must be notified and agree to an alternate shipping date.

The item being shipped should be properly wrapped in tissue or other protective wrapping. Putting a ribbon around the package would be a thoughtful touch as well as including a thank you note.

Shipping mailers can be obtained from the online gallery team or from the U.S. Post Office (www.usps.gov). The Post Office site is also a good place to help determine shipping cost.

Returns: If a buyer wishes to return an item (which is only allowed for defects), they will be required to identify the defect. If the defect is considered to be valid, the item will be accepted back, the buyer reimbursed, and the participant put on probation (subject

CONTEMPORARY HANDWEAVERS of HOUSTON **ONLINE CONSIGNMENT AGREEMENT**

to re-approval before being allowed to participate again). If the participant has any other items in the gallery, they will be removed. If the participant has been already paid for said item, they will be required to return the funds to CHH.

Paperwork: Guild House will retain a copy of the member's signed contract. The member should also keep a copy of the signed contract and agreement.

Item Categories: Only items in the following categories will be accepted (see subsequent page for category coding list)

Handwoven—interlaced items, including basketry, kumihimo, and wire, paper and ribbon weaving.

Handspun yarn & paper and items made from handspun, including knitted and crocheted items

Hand-dyed and printed items, including yarn, clothing and yardage

Handmade Felt – includes needle felted items

Fulled Items – includes knitted and crocheted items

Handmade Silk Fusion

Handmade Paper

Bead Weaving – includes items woven on bead looms or using off-loom bead weaving techniques, such as brick stitch, peyote stitch, right-angle weave, ndebele, herringbone, netting, etc. Sets must be priced and sold as one unit.

Each of the above categories includes items made from or incorporating materials within that category. Cards and stationery are acceptable only if they include materials within one of the above categories. Photographic reproductions are **not** acceptable.

CONTEMPORARY HANDWEAVERS of HOUSTON **ONLINE CONSIGNMENT AGREEMENT**

Member's Own Work. All work within that category must be the submitting member's own work. For example, if a member designates an item as "Handspun," then the spinning must have been done by the submitting member.

Collaborations are acceptable as long as both parties either sign the contract or agree to assign responsibility to the submitting party. If the materials for producing the end item have been purchased from the artist who created them, it is no longer a collaboration and any treatment that created those materials cannot be included in the description or used to categorize the item.

Quality Standards. Only well-crafted items made of high quality materials will be accepted. Participants are representing themselves, CHH, the general membership, and the represented crafts.

Pricing Guidelines: Item pricing needs to reflect the cost of materials and the time required to make the item. Understandably, it is often difficult to justify to oneself charging \$700 or \$800 for an item when it took many hours to make. On the other hand, it is an affront to your fellow craftsman to charge \$15 for something that should be priced at \$40 or \$50. If the member is having a difficult time developing a fair price or are unsure of how to do it, please contact the online gallery team for suggestions.

Merchandise Tags: Each item should be tagged with the member's (or member's business) name and include content, care or any information necessary to help the customer enjoy and take care of their purchase. The tags do not have to be specialized merchandise tags. They can be business cards which have the pertinent information written on the back. They need to be securely fastened to the item.

Description Note: (Item Submission template available online)

The online copy should contain the following:

Description, including fabric, content, and creation process, if appropriate, use, if needed, care, dimensions, if not clothing

Size, if clothing

Item Quantity, if this is a set (each submission will be for only one piece or one set – if multiple single items or sets are available they will need to be resubmitted individually)

Category code (see Category Code List below) must be included as a separate line item.

Pricing and shipping are to be noted after the description as they are entered into the system separately.

Payment Note:

Artist Submission Price = \$90 + \$15 shipping

Buyer pays = \$114 - online price (which includes 10% for tax, etc.) = \$99 + shipping \$15

CHH commission = $((\$99.00 - \$9.00) * 25\% = \$22.50) + (\text{tax, etc} = \$9.00) = \$31.50$

Artist receives = $\$90.00 - \$22.50 \text{ (CHH)} = \$67.50 + \$15 \text{ (shipping)} = \82.50

CONTEMPORARY HANDWEAVERS of HOUSTON
ONLINE CONSIGNMENT AGREEMENT

Online Category Code List

- 91 Wearables
- 92 Home Accessories
- 93 Baby Items
- 94 Yarn/Yardage
- 95
- 96
- 97
- 98 Seasonal
- 99 Gifts/Miscellaneous