



## Gift Shop Guidelines

1. The Columbia City Gallery Gift Shop is located in the gallery at 4864 Rainier Ave S, in historic Columbia City. Our hours are Wednesday – Friday, 12 – 8p; Saturday & Sunday, 10a-6p.
2. Our Gift Shop features hand-made arts and crafts with a focus on functional art and home décor, uniquely crafted gifts and jewelry. We are particularly interested in artwork that is created within our community and is one-of-a-kind or very limited production work. Note: we are not accepting 2D paintings or prints in our Gift Shop.
3. If you would like your work to be considered for our Gift Shop, please send a description of your products and at least 3 (up to 10) images to: [art@columbiacitygallery.com](mailto:art@columbiacitygallery.com). Please put “Gift Shop” in the subject line. If your work is accepted, we will schedule an appointment with you.
4. Once your work is accepted into the gift shop, you will be asked to sign a copy of our consignment contract and designate a three-letter code that is unique to you. Your inventory labels must include your 3-letter code, an inventory number or your product code (if applicable) and the price.
5. Inventory sheets will be emailed to you upon acceptance. It is your responsibility to complete the sheet and deliver it when you drop off your inventory. Please print clearly and allow one line for each item or group of items. If you would like us to track sales by category, give each group of items a product code. If you have one-of-a-kind items, you may assign each an inventory number.
6. Please provide us with images and a written description of your work. We will use this in publicity and on our website, which will feature a rotating selection of gift shop items. Tell us about specialized techniques you use and what you want us to know about you as an artist. We may use this for our in-store signage. We will also make it available to our volunteer staff so they can be better educated about your products.
7. The gallery has limited storage space, but will allow each Gift Shop Artist to have one box of back stock in storage. Items should be protectively packaged with your name clearly marked on the outside of the box.
8. In the Gift Shop, we are most successful with inventory at lower price points than the rest of the gallery. Our target is to have 40% inventory at \$50 or less, another 40% between \$51 and \$100, and the remaining 20% inventory above \$100.
9. We will contact artists individually when inventory is running low and more items should be dropped off. While we encourage updating your stock, it is important to schedule a drop-off time for us to review and check- in the new work.
10. The gallery keeps a 50% commission on sold works. Checks will be mailed the 15<sup>th</sup> of the month for sales made the preceding month (i.e., February 15 for January sales). You will receive a list of sold works in a separate email. Please note: our staff will record the information you have on your label at the point of sale (including product code or inventory number; this is the same information that you will receive in your monthly sales report.
11. Questions? Please contact Kathy Fowells, Gallery Manager, at [art@columbiacitygallery.com](mailto:art@columbiacitygallery.com) or 206-760-9843.