



Schack Shop Submission Guidelines

Schack Art Center's Schack Shop is located at 2921 Hoyt Ave., Everett, WA 98201
Hours: Monday through Friday 10-6, Saturday 10-5, and Sunday Noon – 5pm.

The Schack Shop seeks tasteful art representing the local community. Jurying artwork supports the store's goal to find unique, one of a kind or limited production work crafted with technical capability and skill, having broad retail appeal. We are looking for good values for customers with an inventory target of 40% at \$50 or less, 40% between \$51 and \$100, and the remaining 20% \$100 and above.

To be considered for the Schack Shop send a description of your product(s) and at least 3 images to mdenton@schack.org. Once accepted, we will schedule a drop off appointment.

Once your work is accepted into the Schack Shop you will be asked to sign a **consignment agreement** and complete a **W9 form**. Inventory sheets will be emailed to you or you may download them from the "Calls & Opportunities" section on our website. It is your responsibility to complete the Inventory Sheet clearly allowing one line for each item or group of items. On your delivery appointment you will need to bring the completed **Inventory Sheet**, each piece labeled with an inventory number and the price. If you have multiple items of one piece, you do not need to give each piece an individual item number. The Schack Shop has very limited storage, so please check with us before bringing back stock.

In order to **promote** you as an artist to our customers we will need:

- Images and a written description of your work to promote you in publicity and on our website, which will feature a rotating selection of gift shop items.
- Tell us about your technique(s) and about you as an artist for in signage and handouts to customers.

We will contact artists individually when inventory is running low. While we encourage **updating your stock**, it is important to schedule a drop off time with us to review and check in any new work.

Schack Art Center keeps a 40% **commission** on all sold work. Checks and a statement of sales will be mailed the 15th of the month for sales made the preceding month.

Schack Art Center does offer a 90-day **layaway** payment plan. The artist will receive their entire 60% Commission after the customer has paid off and picked up their purchase.