



SSAC Artist Member Vendor Agreement Details

Thank you for your interest in FortyOne: Local Art Market, the retail site of the South Simcoe Arts Council. We support our local artisan members with advertising, community, retail sales, and teaching opportunities.

FortyOne: Local Art Market is both our downtown brick and mortar storefront as well as our online e-commerce site. Through this location we operate our consignment sales storefront for artist members, space for hosting workshops and training opportunities for members and community alike.

Inventory at FortyOne, undergoes a curation process that encompasses quality, process, current store inventory, and originality. This allows our store to maintain a unique offering of local artists, and our community is very supportive of the arts culture and community.

All artists are required to submit images of products, descriptions, pricing, and basic creation process details. Once an artist is an approved vendor, we will educate them on the procedure for uploading and submitting inventory.

Together, we can help you build your brand, strengthen your network of fellow artists, and promote your craft/art.

Application Process:

- *Vendor Interest Online Form* - Using this form, briefly tell us about you, your product and your creative process (including photos) and price range.
- The retail team will review your request. We may request to view the inventory in person before giving final approval.

Requirements for Approved Vendors of FortyOne: Local Art Market

- 30% commission is taken off gross sale. Payments to vendors are made quarterly.
- As a consignment store the SSAC does not collect HST on sales. Vendors who are required to charge HST must include the tax in their price and are responsible for remitting appropriate taxes.
- Vendors must maintain a current membership with the SSAC.
- Each January the SSAC will review and could revise the vendor agreement. Any annual changes will apply 30 days after notification to Vendors, regardless of when the vendor membership renews. A
- Vendors are required to volunteer at least 4 hour/month or pay a supplemental vendor fee of \$20/month in addition to any commission on sales.
- Vendors must fully complete the on-line submission process for approved inventory. This includes good quality photos, product name, price, description, and size. We require each item to be submitted

individually, for example you must include a new item for each unique card not '10 various cards', you may however submit multiples of the 'same product' in one category. Uploaded information will be approved by SSAC staff prior to items being offered for sale on-line or in-store. Incomplete submissions will not be accepted. Staff will give feedback on corrective measures that can be made.

- Once inventory is approved Vendor delivers inventory to FortyOne, packaged safely to be processed by trained team at our earliest convenience. Any items deemed not appropriate or un-approved will be repackaged for pick up.
- All inventory should be packaged and tagged professionally with artist's name and price. We require a 2" x 1" blank space to attach a barcode.
- Wall art must be framed and wired according to store policy.
- We may ask you to provide display structures if required (ex. jewellery busts).
- Vendors must ensure that they understand and follow all governing policies, rules and regulations regarding their craft.

General Requirements

- SSAC will display items based on shop demand and layout, taking steps to best promote all our artists equally and fairly. If you have a specific display style, we will take that into consideration but cannot guarantee application.
- All work displayed in FortyOne: Local Art Market must be for sale.
- All artwork must be the original work of the artist.
- If you follow someone else's pattern, you must follow their guidelines for retail sale of the items.
- FortyOne is managed by a team of SSAC staff and volunteers. Although we do our best to maintain the security of your items, accidents or theft can happen. The vendor accepts liability for any loss or damage incurred while your product is in FortyOne. *We suggest you invest in consignment insurance for this reason.*
- Acceptance is conditional and not guaranteed.
- On-going reviews of inventory status will be maintained. Should we, at any point, determine your product is no longer a viable product within FortyOne, we will contact you to arrange collection of your items.
- **Inventory removal steps:** artist will be notified by email twice, followed by a phone call. If contact has not been obtained 14 days after phone call, product will be stored in the basement at 41 Victoria St. E. for 90 days. After the 90 days all product becomes property of the South Simcoe Arts Council and may be sold or disposed of at their sole discretion. Costs associated with storage or return of goods are the responsibility of the consignee. As with FortyOne, The SSAC is not liable for any damage during extended storage.