

CCMA Museum Store Intake Process

We can't wait to add your work to the CCMA Museum Store and share your visions with our community!

After filling out the Museum Store Sales Application you should be given an appointment date by The Museum for the intake of your artwork. Prior to arriving at your 20 minute appointment, please fill out these 3 forms found in the **Intake Documents** on the application page of the website.

-Museum Store Consignment Contract

-Museum Store ID Tags

-Museum Store Inventory List

Your signature on the Consignment Contract will be done at the museum, but all other information can be filled out prior to arriving. ID Tags should be completed and attached to the back or bottom of each work prior to your appointment.

Please remember to limit your work to 5 small to medium-sized pieces. Two-dimensional work in frames should have hanging devices securely attached. If possible, please attach the wire or saw tooth device a quarter to a third of the way down from the top of the frame. Three-dimensional pieces should be stable for shelf display, or have well secured hanging devices, with nothing weighing over 20 pounds.

Once you arrive at CCMA, the Museum Store Committee will evaluate each work based on the standards listed in the Museum Store Criteria for Merchandise, found on the website application page. The purpose of the evaluation is simply to maintain a consistent quality of work in our store. If there is an issue with one of your pieces and it can be corrected, you'll be given the opportunity to do so at the museum, or return it, or another work, within an agreed upon period of time. ***Please note that your packing materials WILL NOT be stored at the museum.***

If you have additional unframed, 2-dimensional work in sleeves, you may submit up to 5 pieces to place in the store's rack during your rotation period. You may also submit notecards for sale in the store at any time, not just during your rotation period. Cards may be original art, or may be printed from your original work.

We'd like you to consider donating small, inexpensive artwork that might appeal to memento and gift buyers. For example, artists have created magnets, clay whistles, blank booklets and more. Be imaginative! This would help promote you and would help out CCMA at the same time!

The Museum Store Committee will be able to evaluate and answer questions about work in sleeves, notecards and donated artwork during your appointment. If you have any questions, feel free to call CCMA Wednesday-Sunday, 10 am – 3 pm, at 909-463-3733, or email at info@chaffeymuseum.org.