

## 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 4 forms found in the **Intake Process & Documents** on the application page of the website.

- Museum Store Consignment Contract
- Museum Store ID Tags
- Museum Store Inventory & Purchase Records
- Artist's Biography

**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 7 small to medium-sized pieces. Two-dimensional work in frames should have hanging devices securely attached. If possible, please attach the wire 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 10-15 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](mailto:info@chaffeymuseum.org).

# Museum Store Consignment Contract

I agree to have my work sold at Chaffey Community Museum of Art. I agree that CCMA will receive 35% of the sale price. I agree not to hold CCMA, or their assigns, responsible for any loss or damage of the artworks either while in transit and/or in the possession of CCMA. Any artwork not picked up after 30 days of the arranged pick up date will be deemed abandoned.

PLEASE PRINT

**Artist Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State and Zip Code:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

My artwork includes items intended for food use .  Yes  No

If yes, I certify that the surface is safe for food or drink.

\_\_\_\_\_  
Artist/Consignee Signature

\_\_\_\_\_  
Date

Artwork considered for sale in the Museum Store must be approved by the Museum Store Committee. After acceptance, the artwork will be labeled and recorded on an inventory sheet. The owner's share (65% of the sale price) of the proceeds of the artwork sold will be paid to the artist at the end of the rotation. The check will be handed to the artist when they pick up the artwork.

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Date

Museum Store

**Museum Store Museum Store**

Artist: \_\_\_\_\_

Title: \_\_\_\_\_

Medium: \_\_\_\_\_

Selling Price: \_\_\_\_\_

**Please attach to the back of artwork**

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Title: \_\_\_\_\_

Medium: \_\_\_\_\_

Selling Price: \_\_\_\_\_

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Artist: \_\_\_\_\_

Title: \_\_\_\_\_

Medium: \_\_\_\_\_

Selling Price: \_\_\_\_\_

**Please attach to the back of artwork**

# Artist Checklist:

- Application
  - Museum Store Sales Application
- Forms that must be filled out.
  - Museum Store Consignment Contract
  - Museum Store ID Tags
  - Museum Store Inventory & Purchase Records
  - Artist Biography

(Please have these filled out **before** arriving at the Museum)
- Art works
  - 7 small to medium-sized pieces (1 artwork allowed to be 16x20in) or 3D works: 5 small-medium works, weighing 20 lbs. max.
  - Artworks wired a quarter to a third of the way down from the top of the frame
  - Pricing \$25-\$150 per work: nothing over \$150.00 and please be mindful when pricing your work that visitors are often purchasing more affordable work. Donated items are under \$25.00
  - ID Tags completed and attached to the back or bottom of each work prior to your appointment.
- At the Museum
  - Signature on the Consignment Contract
  - Museum Store Inventory List (brought in,already filled out)
  - Evaluate each work based on the standards listed in the Museum Store Criteria for Merchandise
  - Bring Artist Bio ( Typed and printed)
  - Bring business card (if you have any)