

Art Box

707 E. Fremont Street Unit # C2E Las Vegas NV 89101

Artists are **REQUIRED** to make an appointment to submit work for consignment.

PHONE Kellie Kroplinski, SHOP COORDINATOR, AT 702.491.8704 FOR APPOINTMENT.

Artists must:

1. **Fill out a Consignment Inventory Sheet** when they bring inventory to Art Box. Similar items MAY be assigned the same code and item number, but remember that **each item must be listed on a separate line**. Inventory sheets are also available on our by email kellie@artboxdesigns.com.
2. **Price Tags for your items**. Price tags must include the **Artist code** we assign and **Item number** ART BOX will fill the **price**.
Example: Kro-K Item number _____ (you choose)
3. Add display items you will bring for your items.

GUIDELINES:

1. **Consignment Forms:** The correct forms, filled out completely, must accompany all incoming and outgoing artwork. Art Box is not responsible for work not accompanied with the proper forms.
2. **Artist Contact Information:** Artist must provide up-to-date correspondence information. ***If we lose contact with you for one year or more, your inventory will be considered the property of Art Box.*** For example, if we send you mail or a check and it is returned to us as "undeliverable", we will consider you to be unreachable.
3. **Consignment Rates:** The consigning artist sets the retail price and receives 60% when sold. Artist payment is determined by multiplying the retail price by 60% with Art Box receiving the remaining 40%.
4. **Sales Tax:** Art Box collects and pays all sales tax.
5. **Payment to Artists:** Payment for work sold is issued monthly. Checks will be issued by the 15th of each month and will reflect sales from the month prior.
6. **1099 Forms:** We are required to submit your sales to the IRS in the event you receive \$600 or more in a calendar year. We will issue 1099 forms to artists during tax season if you meet this requirement. We request your social security number for this reason.
7. **Juried art work:** Art Box reserves the right to reject any and all work even if the artist has previously consigned with us. No kit work will be accepted. Work of a different medium than that which the artist is already consigning with us must be submitted to the jury committee.
8. **Number of items you may leave at Art Box:** Art Box reserves the right to determine the quantity of items that you may consign at our store. Due to space restrictions, framed two-dimensional work must be limited to three pieces per artist. Consult us for if there is space available for these items.
9. **Inventory Rotation Requirements:** Artist is responsible for replenishing work that has sold and/or replacing work that has not, every 90 days. Seasonal work must be picked up in a timely manner. Other arrangements can be made with the coordinator if needed. Artists are responsible to pick up unsold merchandise and for any and all shipping charges for returned work.
10. **Commissions/ Artist Information:** Art Box gives the names and corresponding information on artwork to those interested. If the artist does not want their information given out, they must notify us. Any commission sales acquired as a result of shop inquiry and sold through the shop are considered a regular sale and are subject to our normal consignment rates.
11. **Liability for theft/damage:** Reasonable care will be taken to prevent theft or damage to artwork, we are covered for theft and fire damage for all inventory.