



Schack Gallery Store Submission Guidelines

Schack Art Center's Gallery Store is located at 2921 Hoyt Ave., Everett, WA 98201

Hours: Tuesday - Saturday 10-5pm and Sunday Noon – 5pm.

The Schack Gallery Store 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 Gallery Store, send a description of your product(s) and at least 4 images to mdenton@schack.org. If accepted, we will then schedule a delivery appointment.

Once your work is accepted into the Schack Gallery Store you will be asked to sign a **consignment agreement**, complete a **W9 form**, and fill out an inventory sheet. 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 have each piece labeled with the price, initials, and inventory number if applicable. If you have multiple items of one piece, you do not need to give each piece an individual item number. The Schack Gallery Store 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.
- Business Cards if possible.

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.