

# MAC Gallery Store - Guidelines

Revised 03082022

All items must be your own originals or prints of your own originals, in clean, new, salable condition.

Merchandise drop-off is the same day/time as exhibited Artwork drop-off.

## Drop Off Check List:

- Completed Inventory Form
- Signed Agreement & Liability Waiver
- All items must be tagged and ready prior to drop off. (See instructions on the Gallery Store Inventory form)
- Prices must be whole dollars (no cents)
- Stands, props, display racks, etc, if applicable, labeled with your name and contact
- Appropriate packaging materials (wrapping, bagging, etc) to be used with your sales, encouraged, branding optional
- Small stack of business cards, optional

## Merchandise Guidelines:

- Note cards, postcards or bookmarks, no limit. Artist supplied display rack(s) suggested
- Small/Medium wall hanging or prints (up to 11x17), limit 10
- Large wall hanging or prints (over 11x17), limit 5
- Small/Medium 3-dimensional (up to 6"x6"x9"), limit 20
- Large 3-dimensional (over 6"x6"x9"), limit 10
- Jewelry, limit 30. Artist supplied display rack(s) suggested
- Publications (books, magazines, etc) Limit 10

MAC reserves the right to not accept and/or display merchandise for any reason, including but not limited to quantity limits due to space available. No merchandise will be accepted without the Complete Inventory Form and the signed Terms & Liability Waiver.

Pick-up date for unsold merchandise is the same day/time as exhibited Artwork Pickup. You may have a representative pick up your items on your behalf. Representative must present receipt or letter from you giving them permission for the pickup, together with a photo ID.

Merchandise will be available for sale during all hours of participating art show. Artwork will be displayed at MAC's discretion. If your merchandise requires special display rack(s) or other accommodations, contact Gallery Store in advance of drop off. Accommodations will be made when possible with advanced approval only.

MAC commission on all sales is 20%.

Proceeds from all sales will be mailed to artists within a week of closing the show.

Gallery Store Contact: email: [jessica@monsonartscouncil.org](mailto:jessica@monsonartscouncil.org) call/text: 413.233.7076

# MAC Gallery Store Agreement & Liability Waiver

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I have read and agree to the MAC Gallery Store Guidelines and the following;

I agree time is of the essence when dropping off and picking up merchandise.

I understand the Monson Arts Council will deduct 20% commission from my proceeds.

I agree to release, indemnify and hold harmless Monson Arts Council and Town of Monson including but not limited to their employees, agents, representatives and successors from all losses, claims, theft, demands, liabilities, causes of action, or expenses both known and unknown, arising out of my participation in this event.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

# MAC Gallery Store - Inventory

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Printed Name \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Please fill out the inventory list using one line per item, if you have duplicate items, please assign them each their own number for MAC record keeping, with the exception of greeting cards if exact copies (do not list "assorted" as one line), please specify quantity of cards in the description line. ALL items must be tagged with your name or three digit initials, item number from this list and price in whole dollars. \*\*\*See MAC Gallery Store Guidelines for requirements\*\*\* Multiple pages may be used if needed. All inventory listed is subject to MAC Gallery Store Guidelines, Agreement & Liability Waiver.

| Item ID | Description | Price | For MAC Office Use<br>(please leave blank) |
|---------|-------------|-------|--|
| 1       |             |       |  |
| 2       |             |       |  |
| 3       |             |       |  |
| 4       |             |       |  |
| 5       |             |       |  |
| 6       |             |       |  |
| 7       |             |       |  |
| 8       |             |       |  |
| 9       |             |       |  |
| 10      |             |       |  |
| 11      |             |       |  |
| 12      |             |       |  |
| 13      |             |       |  |
| 14      |             |       |  |
| 15      |             |       |  |
| 16      |             |       |  |
| 17      |             |       |  |
| 18      |             |       |  |
| 19      |             |       |  |
| 20      |             |       |  |

Drop off: Inventory verified and accepted by \_\_\_\_\_, MAC Gallery Store Representative.

Pick up: Inventory verified and accepted by \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

**MAC Gallery Store**  
**Paid Artwork & Store Deferred Pick Up**

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Purchaser's Printed Name \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Authorized pick-up person, if not purchaser \_\_\_\_\_

Artwork/Item ID \_\_\_\_\_ Location \_\_\_\_\_

Description \_\_\_\_\_

Payment type \_\_\_\_\_ Amount \_\_\_\_\_

Pick up date/time/info \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Taken by \_\_\_\_\_, MAC Gallery Store Representative

Picked up by \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_