Two Rivers Treasures

Acceptance of Items/Inventory/tagging

All items to be sold in the Two Rivers Treasures shop must be juried by a Board member. Nothing can be brought in and left – it must be brought in by appointment, when a Board member is the volunteer for that day. Please check the calendar to see when a Board member will be here.
Board members are: Kathy Adams, Nicky Biehn, Mary Kelley, Charlie Matuk, Gail Ragsdale, Joan Rowe, Sandi Selk.

All items sold at Treasures are subject to a 40% commission rate and volunteering does not offset that rate.

Items submitted must include an Inventory List.
The code used will be the member's 3 letter code preceded by an X, and followed by the item number. Example: a price tag for a $50 item #1 belonging to Abbey B Cerious (3 letter code for artwork is ABC) would read XABC01 $50
NOTE: IF YOU DO NOT FOLLOW THIS PROCEDURE EXACTLY WE WILL HAVE NO WAY OF VERIFYING THAT YOUR ITEM WAS SOLD!

Members are responsible for putting codes as described above on each item to be sold. Any item submitted that does not include the code will not be accepted

Members should remove old items after 6 months and not wait to be called.

A copy of the Inventory List originally submitted by the member will be kept at the gallery. It is the responsibility of the member to update their individual inventory lists if items are removed from the shop. It will be in a separate binder from the art inventory.

Responsibility Waiver

I must be a current and fully paid member of Two Rivers Gallery in order to participate. If my annual membership is not renewed in May, my resale items will be removed from the shop and placed in the storage room. If my items are not picked up by July 1st of the year, they will become the property of Two Rivers Gallery to dispose of as the Board of Directors sees fit, with no compensation to me.

It my responsibility to complete my own tags, labels and inventory sheets.

I fully understand that Two Rivers Village Arts and or CVIP is not responsible for loss or damage to any of my resale items on display in the Two Rivers Treasures resale shop.

I am placing my items in the shop at my own risk and will not hold TRVA/CVIP responsible should damage or loss occur.

Printed name:_____

Date:_____

I have read this form, understand and agree to it, and certify that this is my legal signature.

Signature:_____

This document will be placed in the artists file located at TRVA.

No items will be displayed in the Treasures shop unless this form is read and signed by the artist.

Revised 11/14/09

TWO RIVERS VILLAGE ARTS

RESALE INVENTORY

Member's name: _____ **X+3 initials X** _____

Date	Code	Description	Price	Date sold or Removed
	X			
	X			
	X			
	X			
	X			
	X			
	X			
	X			
	X			
	X			
	X			
	X			
	X			
	X			
	X			
	X			
	X			
	X			
	X			
	X			
	X			
	X			
	X			