

# The Old Depot Gallery

## Guidelines & Criteria for Consignment

The Old Depot Gallery's mission is to ensure that local artists throughout Western North Carolina have a place to display and sell their work in the community. In addition, a goal of generating revenue to assist the Old Depot Association with its support of art, music, dance, and drama classes in the public schools of the Swannanoa Valley, as well as, protect and maintain Black Mountain's historic train depot. New Artists are always welcome to apply.

### **Jury Process:**

- The Old Depot Gallery is looking for unique handmade items to sell on consignment, including; photography, paintings, mixed media, jewelry, pottery, woodworking, clothing, accessories, home decor and other works of art.
- A representative sample of your art work will be juried by the Gallery Committee of the Old Depot Association.
- Attach with this application a summary of your art work and your creative and construction process.
- Work in different mediums by the same artist must be juried separately.
- Our Jury may accept all or only selected items you make, based on the local market.
- Prices should be set by the artist. However, The Committee may recommend changes based on current sales and market value of similar items.
- Items are to be shown for sale exclusively at The Old Depot Gallery within Black Mountain City limits
- The jury meets at least once each month. Rejected work will be accompanied by reasons and possible suggestions for improvement.

### **Technical Proficiency:**

Each medium requires certain skills. In general, finished work should appear polished and professional. All work must be complete and ready for display upon acceptance. The following points will apply.

- Functional pieces must meet safety standards for their intended use. The works "Decorative Use Only" must be clearly visible on items that appear utilitarian but are meant only for display.
- Children's toys should be non-toxic and free from parts that could be accidentally ingested. Fabric used in children's clothing must meet national fire and safety standards.
- Lead free and food safe glazes must be used on pottery. Oven proof and dishwasher safe items should be marked.
- All food items must meet the standards set by the Buncombe County Board of Health and Safety. Date and ingredients should be listed. A commercial kitchen license is required.
- Clothing should be sized and have care instructions.
- Limited edition prints should be signed and numbered in pencil. Copies of original art work should be labeled as such. All work must have a protective plastic sleeve.

### **Consignment Agreement:**

- Please Read consignment agreement carefully before signing. (Next page)
- The Gallery values each artist's work and pledges to handle all items with great care. However, the organization regrets it cannot be liable for accidental damage or loss.
- The Gallery is staffed by volunteers and they may not be able to answer your questions. In event of further questions, The Gallery Manager may be contacted at [gallery@olddepot.org](mailto:gallery@olddepot.org). Thank You for your interest!

# The Old Depot Gallery

## Consignment Agreement

The Old Depot Gallery provides a market place for area Artists. Consignors at the Old Depot Gallery must be **residents of Western North Carolina** and current members of the Old Depot Association.

The Old Depot hereby grants the following services:

1. Display space, as decided by Gallery Management.
2. Publicity, by sales and other advertisement.
3. Documentation, statements and monthly sales checks, due by the 15<sup>th</sup> each month. (Sales under \$20 carried over one month).
4. Store Operation from 10am to 5pm Tuesday through Saturday. Open April until December 23rd.
5. Quality Market, consignments reviewed by a jury committee.

Artist agrees to: (Please read and initial instructions)

1. Pay membership dues before works will be accepted for display. Dues are \$15 single/ \$25 family, annually.
2. A consignment commission of 30% will be taken by The Old Depot Gallery. For example if your item sells for \$12, you will receive \$8.40 and The Depot keeps \$3.60. Commission will be reduced to 25% if you would like to volunteer in the gallery.
3. The following inventory procedures:
- a. Deliveries: Tuesday – Saturday, 10am-4pm or call for appt. Place items in designated location for the Gallery Manager to check in and place on the sales floor.
  - b. Your items and displays must be removed at the end of the season in January. Crafters will be notified of the date each year to pick up items. Another notification will be sent when crafters can drop off items in preparation for the Old Depot’s reopening in April.
  - c. Complete an inventory form provided by the Old Depot each time new items are dropped off.
  - d. Use the consignor code given to you upon acceptance when assigning inventory numbers to your items.
  - e. Do not place you items or rearrange anything on the sales floor.
  - f. Tag your work clearly. Items without tags cannot be sold and will need to be picked up.
  - g. Crafters may also be notified to pick up items that are not selling.
  - h. The Old Depot is the exclusive retailer of these items in Black Mountain.

Yes  No I will volunteer in The Gallery for reduced consignment commission of 25% rather than 30%. If yes, 2 shifts of 3.5 hours per month are required.

The undersigned hereby agrees to the above provisions and is legally placing work for sale at:

The Old Depot Gallery  
207 Sutton Ave  
Black Mountain, NC 28711  
Ph.828-669-6583 Email. [gallery@olddepot.org](mailto:gallery@olddepot.org)  
[www.olddepot.org](http://www.olddepot.org)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Code assigned \_\_\_\_\_

Address \_\_\_\_\_ Phone (     ) \_\_\_\_\_

Email Address \_\_\_\_\_

Website: \_\_\_\_\_