



COLORADO SPRINGS

Fine Arts Center

at COLORADO COLLEGE

The Museum Shop at the Fine Arts Center

SUBMISSION GUIDELINES – GENERAL ARTIST / VENDOR

CONSIGNMENT OVERVIEW

Thank you for your interest in becoming an artist of the Museum Shop at the Fine Arts Center (FAC).

The goal of the Museum Shop is to provide a distinct shopping experience for our patrons by emphasizing the work of local and regional artists, incorporating exceptional national artists, offering unique exhibition and program opportunities, and providing an important source of revenue for museum programs.

The retail programs of the FAC offer three ways for artists to sell within our unique retail setting:

- 1) General Artist / Vendor consignment,
- 2) *Colorado Originals* Program which offers a unique way to participate as an artist in the Museum Shop. See separate submission guidelines for this program,
- 3) And, within the *Deco Lounge Gallery Program* which offers 1-2 month long exhibition and selling opportunities. See separate submission guidelines for this program.

ELIGIBILITY – General Artist / Vendor Consignment

The Museum Shop is looking for unique items made primarily by Colorado artists and artisans to sell under consignment terms. The items represented in the Museum Shop must be made with a high standard of craftsmanship, design, and composition and should also seek to reflect the FAC's mission and vision. The Museum Shop also seeks items that correspond well with center-wide programs such as current exhibits, theatre, classes, events and regional history.

We seek original and small production items in a variety of mediums and price points, including: jewelry, wearables, note cards and stationary, children's items, vases, pottery, ceramics, glass work, functional home and garden items, magnets, original small format paintings and prints, other original 2D work, sculpture and other gift items that may be a good fit for the shop.

Shop patrons include FAC members, tourists, children, general visitors, and tour groups who venture to the FAC for the museum, theatre, art school, and other event offerings, as well as the general public who shop here for quality artist-made items and art.

- See next page for submission details -

ARTIST PARTICIPATION

As a consignor, you may be invited to lead a live demonstration of your craft for one to two hours during the Museum Shop's operating hours. This is a prime opportunity to connect with your public, discuss your art, and answer any questions from potential buyers.

HOW TO APPLY / COMPLETE SUBMISSION

Submissions are accepted by email only.

Submit the following information via email to kkhoury@coloradocollege.edu with the following in the subject line: **"General Shop Submission"**

- **FORMAT DIGITAL IMAGES:**
 - Filename sample: lastname_image1.jpg
 - Image size: 1024x768 pixels, 300dpi, Jpeg files (under 1MB each)

- **LIST THE FOLLOWING INFORMATION IN THE BODY OF YOUR EMAIL:**
 - Your name
 - Email Address
 - Phone number
 - Mailing address
 - Your website (if applicable)
 - Image List corresponding to image filenames (i.e. Image 1, Image 2, etc.), to include: Title, Medium, Dimensions, Year Created, Retail Sale Price.

- **ATTACH THE FOLLOWING ITEMS TO YOUR SUBMISSION EMAIL:**
 - Up to six (6) digital images representing your work (format as above)
 - A brief (no more than 1 page) biography or statement (.doc or .pdf file).

SELECTION PROCESS

You will be notified only by email that your submission has been received. Beyond that, you will only be contacted again in the event that we are able to further consider your submission. Due to the extensive number of submissions received, we ask that you do not contact us to inquire further.

SALES

Unless otherwise specified, accepted works will be considered for sale at the price indicated. 50% of the selling price will be retained by the FAC.

DELIVERY & RETURN

Artists will be responsible for delivery and return transportation of their artwork or goods. The FAC accepts no responsibility for work not retrieved by specified pick-up dates, if applicable.

ADDITIONAL

Additional terms and details are outlined in the formal contract agreement.

Thank you for your interest in the Museum Shop programs at the Fine Arts Center.