

2018 ART MARKET POLICIES & EXPECTATIONS

1. The MAG Art Market vendors and the Murray Art Guild Board of Directors are the governing body of the MAG Art Market.
2. Market vendors report to the MAG Director.
3. Participation is open to artists whose selected work is approved by the jury of peers.
4. The MAG Art Market holds the right to decline work that does not meet MAG standards.
5. The MAG Art Market relies on volunteers to display merchandise, clean and straighten the Market, and operate sales during MAG hours and MAG events.
6. The MAG's commission is 25% for volunteers (20% to MAG, 5% goes to Market needs) and for participants who do not volunteer 50% (45% to MAG 5% goes to Market needs).
7. Art Market Hours: Tuesday-Friday 10 am- 4:00 pm, Saturdays 10 am - 2 pm.
8. On working Market shifts:
 - a. Vendors are encouraged to work a minimum of two or more shifts. This will depend on the number of associates we have in the market.
 - b. It will be the individual's responsibility to make sure they have a shift or shifts for each month.
 - c. Exceptions can be made on an as needed basis. It is understood that some vendors may not be able to volunteer, but would like to make another contribution to the nonprofit organization. These arrangements will be made through the Guild office (see Debi).
 - d. A vendor needs to select shifts AND work the entire shift!
 - e. If a vendor is unable to work, said vendor must find someone to work in his/her place.
 - f. Finding a sub is the individual's responsibility!
 - g. The office must approve who that person is, if they are someone other than a Market participant.
 - h. What arrangements are made between the vendors will be their business i.e. pay, in kind trade, etc.
 - i. If the vendor fails to cover a shift for whatever reason (mostly people forgetting) then the vendor will not be credited hours for commission discount.
 - j. For vendors who choose to work additional shifts (9 or more shifts per quarter), the commission structure will be lowered by 5%. (Member must complete all Market daily paperwork, as that is how we track shifts worked.)
9. The Market schedule is maintained through Google Calendar. Upon acceptance, you'll receive an invitation to this closed group calendar from the Guild email. Works best if you have a gmail account.
10. Member inventory information:
 - a. NEW/DIFFERENT INVENTORY: If the member has a new product, he/she will need go through the jurying process again as a new associate by submitting a new *Art Market Application*.
 - b. LABELING: ***NEW policy: All items must be clearly labeled in the following way: Artist's first/last initial + item number (numbers or letters no more than 5 digits) + price.** For example: RP-ABCDE \$45 would be for an item by Reid Parish, MW-12345 \$8.50 would be an item by Mary Woodcock, etc. When/if we have duplicate initials, the office will assign the newest member another initial (Melissa Drake=ME). Do NOT use duplicate item numbers in the same calendar year.
 - c. This information must coincide with the Artist Consignment Form in order to assure accurate records and proper payment.
 - d. INVENTORY IN/OUT: Artists are responsible for keeping accurate and legible inventory pages in the Art Market Handbook of work going IN and OUT out of the Art Market. ***NEW policy: When taking inventory in or out, you must find a second market (or office) person to INITIAL the items in the**

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in/out column on the inventory sheet. If you have not followed this policy, we are not responsible for lost items.

- e. Artists will need to take out and (re)enter inventory every January and create new inventory sheets. Artists will be notified of “re-set” dates.
 - f. Artists are responsible for keeping their merchandise current (consider a 6 month or seasonal rotation).
 - g. When adding your inventory to the market store, please work your inventory into the current set-ups (instead of rearranging displays to make your inventory front and center). Also do not use other artist’s items as “props” for your inventory (ie., Rosemary’s bracelets in Squire’s bowl or Janette’s soap in Sue’s soap dish).
 - h. Inventory may be moved and rearranged at the whim of market/office staff.
 - i. If you are bringing a lot of inventory, you might consider making an appointment with the office, especially in peak workshop or sale times (summer workshops or holiday sales).
11. Sales will be reconciled weekly, and checks will be issued quarterly in the first week of the new quarter. Commission checks will be available for pick-up in the Market. Vendors will have 30 days after check issue date to reconcile and bring any discrepancies to MAG bookkeeping.

Art Market Co-op Members:

Market procedures are available in the Market Handbook.

Each volunteer is responsible for knowing all procedures.