

**Cygnnet Development Corporation doing business as Cape Cod Arts and Crafts**  
**Merchants' Hall**  
**359 Commercial Street**  
**Provincetown, MA 02657**

**Consignment Procedure**

- 1) Artist will call to schedule an appointment to drop off work, or will ship work to us.
- 2) Artist will prepare an inventory of all work to be dropped off including the retail price at which each item will be offered to the public. Artist will receive 60% of the retail sale price listed on their inventory sheet, and the gallery will retain 40%. If possible, artwork should be labeled with artist's name and title before arrival. Artists are encouraged to create their own pricing labels, hang tags, etc. prior to arrival. Otherwise we will prepare labels after check in.
- 3) We will review the work with the artist and identify each item on the list, adding any descriptive comments necessary to aid later identification. We will review the condition of each item and note any flaws such as dinged or dented frames, etc. If the artist is aware of any flaws we ask them to list these in advance on their inventory.
- 4) We will sign, date, and photocopy the inventory sheet twice. The original will go in a file for the artist, one copy will go in a three ring binder at the sales counter, and the second copy will be given as a receipt to the artist.
- 5) We will assign each artist a three letter code, usually made up of their initials, unless the artist requests otherwise. We will assign an "anniversary date" for each artist, which will be the day they first brought in merchandise. ( Sales for each artist will be reviewed every two weeks following the anniversary date and checks mailed at that time. In the event of a particularly large sale, we will probably be so excited we will call the artist directly and mail the check immediately upon collection of funds.)
- 6) We will add the artist's code to the merchandise labels.
- 7) We will display the artist's work as our schedule permits. This may take 24-48 hours to rearrange and put things out. We encourage the artist to provide business cards or brochures to display with their work if they would like people to be able to contact them directly. You will receive exposure to a wide variety of people from around the world. Who knows where it could lead?
- 8) When a sale is made, the artist's code, a description of the item, and the sales price will be recorded in a sales book. Each day, these sales will be copied to a list of items sold for each artist.
- 9) Upon the anniversary of the two week period, we will prepare a list of items sold and will mail a check. If no items have been sold, we will mail a statement to that effect. Two weeks is a relatively short period, but we hope this will encourage timely restocking by the artist when items are selling well.
- 10) If we choose to sell the item for less than the retail price listed on the inventory sheet, that difference will come out of our 40% and you will still receive your full 60% of the retail price agreed upon when you gave us your product and listed it on your inventory sheet.
- 11) We will collect and pay sales tax on all retail sales as required by the state.

### Removal of Merchandise

- 1) If the artist wishes to remove their items, they must allow 48 hours for us to do a final inventory and final accounting of sales.
- 2) We will conduct a final inventory and compare it to the inventory received and the list of items sold and already paid to the artist. A final check will be prepared. The artist will be paid for all items not returned by us, whether they were sold, stolen, or lost.
- 3) The artist may pick up their merchandise or may make other shipping arrangements with the gallery. If we agree to ship the items to you, all shipping costs to return items to you will be at your expense.
- 4) If the gallery chooses to remove an artist's work from display, we will notify the artist immediately, conduct a final inventory, and pay the artist for any work sold. Any work removed from display will then be stored until the artist can come pick it up, has made other shipping arrangements, or until December 15. Any work in storage that is not picked up by December 15 will become the property of the gallery unless other arrangements have been made in writing with the artist.

### Lost or Stolen Items

We will pay you your share (60%) of the retail price as listed on the inventory sheet for any item which is not returned to you, whether we have sold it or it is stolen or is otherwise lost.

### Broken Items

We will exercise normal and reasonable care of your merchandise as if it were our own. If an item is dropped or broken through mishandling by ourselves or by a customer, we will pay you your share (60%) of the retail price as listed on the inventory sheet.

If an item breaks or falls apart through no fault of our own, and we return the pieces to you, we will not pay you for the item. If we do not return the pieces to you, we will pay you for the item.

We are not responsible for normal wear and tear that will occur through reasonable handling and display for sale, for fading, or tarnishing.

Cygnnet Development Corporation declines any responsibility or payment for damage due to "acts of god or goddess" such as fire, flood, etc.

### Frequently Asked Questions

1) **"Who are you?"** My name is Ian McMillan and I operate small retail shops as a corporation called Cygnnet Development Corporation. I am President, Secretary, and Treasurer of the corporation. Cygnnet means "baby swan" or if you prefer, the "ugly duckling." In 1995, I purchased Merchants' Hall at auction. I converted it to retail space and for the last six years I have both operated some of the space myself, and leased some of the space out to other tenants. I have learned by doing and recognize I have a lot left to learn, and welcome your suggestions and advice.

2) **"Why should we trust you with our stuff?"** Well, for starters, I'm not going anywhere soon. I've owned the building for six years. I have a large investment in my own inventory for the

other stores I will continue to operate. I also sell jewelry, gifts, and furniture at Merchants' Hall.

**3) "Why are you doing this?"** Over the last few years I've sold a lot of merchandise from all around the world, but continually hear from customers that they are particularly interested in finding items that are made locally. This has not been so easy to provide. So finally this is my effort to meet that request for work by local people. I am investing time, staff, space, and so on but am not yet willing to outright buy all the inventory.

**4) "What kind of stuff are you going to include?"** I'm approaching this very democratically, and at least in this beginning phase, am encouraging a wide variety of people to bring in work. I have set aside a fairly large space to work with and will have room for a variety of items from home crafts to pottery to jewelry to fine art. I have six years of retail experience and sell items from \$1- to \$1,500- but do not have a fine art gallery background. This is my first foray into that area and I welcome your input. I have more wall space available in my furniture rooms and your art may be displayed in those areas as well as in the craft area.

**5) "Can I put business cards with my stuff?"** Absolutely. I figure one benefit to you of participating, beyond the money, is the exposure you will receive. If you want people to be able to contact you directly, we will facilitate that. If you do not want people to be able to contact you directly, we will keep your identity private. If someone buys something from you directly that is not on display at our store, we do not expect you to pay us anything, however, if you choose to volunteer to pay us something out of gratitude I will certainly accept it!

**6) "Why do you need 48 hours notice to receive our stuff, or for us to pick up our stuff?"** We have a short, busy season, and a small staff. We will need to be able to make sure the appropriate person is available to meet with you, and may need time to inventory your things either before or after normal business hours.

**7) "Why would you remove my stuff from your gallery?"** Well, ultimately, I am doing this to earn a living. If we are unable to sell your things at the price you have set for them, and you are unwilling to lower or adjust the price, we will need to remove them to make room for the things that are selling well. If we do remove your things from display, we will notify you immediately so you can make arrangements to pick them up and sell them somewhere else.

**8) "I don't know what price to put on my items. How do I figure this out?"** We will be glad to help. We will also give you feedback as to whether we think your prices are too low or too high.

**9) "Who's staffing the place?"** I am, with the same employees that work in my own stores. If you want to volunteer to come in to do a demonstration or help sell your work on a holiday or busy weekend I would be willing to give that a try.

**10) "Why are you taking 40% of the sale?"** Well, we are providing the space, the staff, and all wrapping and bags. Provincetown real estate and labor is expensive. We pay our staff \$12/hour. Typically in retail we would attempt to double or more than double the wholesale cost of the piece, meaning we would keep 50-70% of the selling price to cover our costs and make a small profit. In this case we will not have to take a loss on unsold inventory, we will be able to simply return it to you, so we believe we can cover our costs and make a small profit taking only 40% of the retail sales price. We'll see!

**11) "How long do you stay open?"** We are open daily from April 1 to December 31. In July and August we are open from 10 in the morning to 11 at night. Hours vary seasonally. We find business is relatively strong through mid-October, then really falls off after the first week of



