

Perry County Council of the Arts
PCCA Gallery & Gifts
Consignment Instructions and Guidelines
One S. Second Street, P.O. Box 354, Newport PA 17074 – (717-567-7023)

**APPOINTMENTS ARE REQUIRED WHEN YOU ARE DROPPING OFF OR PICKING UP INVENTORY.
PHONE JASMINE CAMPBELL, GALLERY MANAGER, AT 717-567-7023 FOR APPOINTMENT**

Inventory sheets are also available on our website (www.perrycountyarts.org) under the “PCCA Gallery” tab.

Inventory sheets will be kept in a binder in the PCCA Gallery and will maintain record of items that you have in the Gallery. You may look at the “book” any time you wish to see the status of your inventory.

INSTRUCTIONS:

You fill out the following columns:

Date in: The date you bring the items to the gallery.
Description: Short description of item, including title and medium.
Retail price: Price that is paid by the customer. Realize that you will receive 70% of that amount when the item sells.
PCCA will receive 30%.

PCCA fills out the following items:

Cost: Will be filled in (by office staff) to reflect the artist's 70% of the retail price.
Item #: Each item must be given a separate line with the exception of multiple items of similar style and price. If you need a printout of current inventory, phone the office (717-567-7023).
Date Out: Will be noted (by office staff) when item is removed from the PCCA Gallery.

GUIDELINES:

1. The consigning artist sets the retail price and receives 70% when sold. Artist payment is determined by multiplying the retail price by 70% with PCCA receiving the remaining 30%. PCCA collects all sales tax. Payment for work sold is issued monthly. Checks will be issued around the 20th of each month and will reflect sales from the month prior.
2. PCCA reserves the right to reject any and all work even if the artist has previously consigned with us. No kit work will be accepted. Work of a different medium than that which the artist is already consigning with us must be submitted to the jury committee.
3. Duplicate items will be displayed as space allows. Due to space restrictions, framed two-dimensional work must be limited to three pieces per artist. Display walls are equipped with the Walker Hanging System; therefore, framed artwork must have wire on the back for hanging.
4. Artist is responsible for replenishing work that has sold and /or replacing work that has not, every 90 days. Seasonal work must be picked up in a timely manner. Other arrangements can be made with the office if needed.
5. The correct forms, filled out completely, must accompany all incoming and outgoing artwork. PCCA is not responsible for work not accompanied with the proper forms. Artist must provide up-to-date correspondence information.
6. PCCA, a non-profit organization, helps promote local and regional artists. All submitted works may be photographed for publicity purposes. PCCA also gives the names and corresponding information on artwork to those interested. If the artists does not want their information given out, they must notify us.
7. The mailing address for PCCA is P.O. Box 354, Newport PA 17074. The Gallery phone number is 717-567-7023.
8. To maximize viewing of your artwork, artists are invited to display work at offsite galleries. Rotation of pieces from PCCA to off site exhibit spaces will be scheduled by the office staff with approval of the artist. A complete listing of off site spaces is available upon request or may be obtained by visiting the website at www.perrycountyarts.org/offsiteexhibits.htm

