



## PRODUCT SUBMISSION GUIDELINES & REQUIREMENTS

### OVERVIEW

The CoSHOP is a small museum gift shop operated by The Contemporary Dayton, Dayton's contemporary art center since 1991, and located in the Dayton Arcade since 2021.

The CoSHOP features small works of fine art as well as a selection of design-and foodie-forward home goods, wearables, wellness items, and paper goods that are created by Dayton, Ohio, and Midwest artists and artisans. SHOP items are selected on an ongoing basis through submission through the Co's website [codayton.org/call-for-entry](http://codayton.org/call-for-entry). Items are accepted on consignment with artists receiving 60% of the retail sale of their item(s). Consignment terms vary and artist payments are made monthly by check or ACH.

### ITEM SUBMISSION CRITERIA

We are currently seeking artist / artisan-created items, ornaments, and decor for consignment for the holiday season.

- Submissions should meet the following criteria:
  - Items must be modern/contemporary in design and style. Items described as country craft or boho; are mechanically printed (i.e a set of greeting cards with digitally printed images) or made with mechanically produced components (jewelry with commercially-produced chainmail or pendant), are discouraged. Additionally, seasonal holiday "tropes" such as Santa Claus, reindeer, Christmas trees, etc. will not be accepted.
  - Work must exhibit the highest level of craftsmanship, be structurally sound, safe, non-toxic, fit for its intended use, and display ready. All necessary hardware and components must be included (earring backs, wired paintings, matted prints)
  - Items should fall into one or more of the following categories:
    - Aromatherapy/Botanicals: Handcrafted natural body care, homecare, candles, soaps, oils, and living wreaths.
    - Book Arts: Functional and sculptural work where the primary material is paper and focus is on handmade paper, bookbinding, calendars, posters and stationery.
    - Ceramics: Functional and sculptural work where the primary material used is either hand built and/or thrown clay. Clay work that is made from a mold is only acceptable if the mold was made by the artist.
    - Clothing / Wearable Art: Functional and sculptural work where the primary intention is to be worn and the primary material is fabric.
    - Digital Art: Original, two-dimensional work using computer technology to craft, manipulate or print visual images. Work must be printed on archival quality

paper and with archival quality inks. Each print must be properly signed and numbered as a limited edition of no more than 250 inclusive of all sizes.

- Drawing: Art on paper or other surfaces using charcoal, pencil, pastels, etc.
- Fiber / Leather Art: Functional and sculptural work where the primary material is fiber and/or leather. Includes wall hangings, quilts, handbags, belts, shawls, and home accessories.
- Home Furnishings: Functional work where the primary focus is on accessories for the home. All media included.
- Glass: Functional and sculptural work where the primary material is glass.
- Jewelry / Beadwork: Only handmade centerpieces, no ready-made or buy/sell.
- Jewelry / Metalsmithing: Hand fabricated primarily from precious materials – karat gold, sterling silver and the use of gemstones, enamels, etc.
- Mixed Media: Functional and sculptural work where the primary intention is the union of two or more materials.
- Painting: Artwork in watercolors, acrylic and oils.
- Photography: Original, two-dimensional work created from a negative or transparency using camera technology and darkroom printing. All prints must be hand processed by the photographer, or under the direct supervision of the photographer, from the original negative or transparency, signed and numbered by the artist in a limited edition of no more than 250 inclusive of all sizes.
- Printmaking: Works on paper or other materials that include the following: etching, lithography, mono-printing, wood cuts, and chine-collé.
- Sculpture: Functional and decorative art. All media included.
- Wood: Functional and sculptural work where the primary material is wood.
- Novelty: Artisans with unique items that do not fall in the above categories.

## **DISPLAY & MARKETING**

- Items will be displayed in one of the following categories:
  - Wearables
  - Entertaining
  - Paper Goods
  - Tablescapes
  - Wellness/ Self Care
  - Holiday Ornaments/ Décor
- Small creative item description tags are encouraged. Other forms of display or marketing materials will not be accepted or displayed.
- The Co staff is available for consultation on size, media, and presentation/attachment to artwork. (The Co produces inventory bar code stickers which must be placed on bottom or back of objects, preferably on an artist-made hang tag, never directly on jewelry or fiber or the front of 2D work).
- CoSHOP staff curates the display and items from the artist's inventory, holds some items in back inventory and moves and adjusts displays around weekly. The Co reserves the right to make these adjustments.
- The CoSHOP is promoted on-site, online (website, bi-weekly E-blast to 3,200, social media) as well as integrated into 40+ online calendars and event sites.

## CONSIGNMENT PROCESS

Consignment is a process whereby a person gives permission to another party to take care of their property and retains full ownership of the property until the item is sold to the final buyer. It is generally done during auctions, shipping, goods transfer, or putting something up for sale in a consignment store.

- Sales / Consignment Fee: Artist/Artisan shall price his/her works to encourage sales, enable purchases as gifts and offer items at a wide range of price points. Pricing should not to exceed \$300 per item. The consignment fee due to The CoSHOP shall be 40% of the sales price. 60% of the sales price will be remitted to the Artist. Artists will be paid for sold work within two weeks of the ending of the month.
- Requirements of Artist upon Delivery of Artwork:
  - Wall-hung work shall be appropriately gallery wrapped or matted and framed.
  - Size of wall-hung art not to exceed 16 x 20 in. or a total of 320 sq. in, as framed.
  - Unframed 2-D artwork for rack display must be matted, covered with plastic and priced
  - 3-D Artwork (pottery, sculpture, ceramics, glass, etc.) not to exceed 10 x 10 x 10 in.
  - Larger 3-D pieces may be considered for display based on design and price point.
- Product Information - Listed on the item
  - Pottery/ceramics should be labeled for microwave, oven and food safety.
  - Wearable art should list fabric content and cleaning instructions.
- Day of Artwork Check-In - Artist to supply the following:
  - An up-to-date 1-page Artist Bio
  - Inventory Sheet with Sale Prices (CoSHOP Staff will produce price tags.)
    - **NOTE:** Inventory sheets and contracts are issued once products are approved and are emailed OR artists can pick up in person or complete at drop off.
- Rotation of Inventory / Duration of Consignment Period
  - Inventory will be kept fresh by consignment periods not to exceed three (3) months.
  - Artists will be notified if we need to replenish inventory with additional pieces during the consignment period.
- Insurance
  - The Co is not responsible for damage or theft of artwork while in transit to or from the The Co. Cost of all transit is the responsibility of the Artist.
  - Inventory will be inspected at the time of check-in. Damaged pieces will not be accepted for sale.
  - All artwork is covered by insurance while on the premises of The Co.
  - Valuations shown are those stated by the Consignor (Artist). In the event the value is questioned on an insurance claim, values will be based upon fair market value. If no records are available to support fair market value, references to similar works by other artists will be used to establish value.
- Termination
  - Notwithstanding any other provision of this Agreement, this Agreement may be terminated at any time by either The Co or the Artist, by means of

written notification of termination from either party to the other. In the event of the Artist's death, the estate of the Artist shall have the right to terminate the Agreement. Within 30 days of the notification of termination, all accounts shall be settled and all unsold Artworks shall be returned by The Co.

**SUBMISSION INFORMATION:**

**Submission:**

1. Complete online submission form at [www.codayton.org/shop](http://www.codayton.org/shop) or submit images to [shop@codayton.org](mailto:shop@codayton.org). Multiple applications can be submitted.
2. Upload JPEG images of proposed items
  - up to 5 images of items of the same media (eg 5 handblown glass vases)
  - up to 10 products will be accepted (exceptions apply to smaller items such as ornaments & jewelry)