



Glencoe Mansion Gift Shop Consignment Application

Please submit this form to the Executive Director or contact the Glencoe Mansion Gift Shop at:

arts@glencoemansion.org | 540-731-5031

This form can also be filled out online at www.glencoemansion.org

Consigner Contact Information:

Your Name _____

Business Name (if applicable) _____

Mailing Address _____

City _____ State _____ Zip _____

Email _____ Phone _____

Most communication to artists will be made via email. In the event that we cannot reach you through email, do you prefer to be contacted by text or phone call? _____

Are you a current Radford Heritage Foundation Member? ____ Yes ____ No

For more information on how to become a Radford Heritage Foundation Member, please contact info@glencoemansion.org

Glencoe Mansion Gift Shop Criteria

- Artists are accepted through application and must be approved by the Gift Shop Committee.
- Handcrafted items must be made by you, and must be in excellent condition, unique, and of quality craftsmanship. All items for sale must be properly labeled and priced.
- Items must be considered to appropriate for all audiences; we do not accept kit made, mass manufactured, MLM, or copyrighted items.
- With prior approval, artists are welcome to provide their own display stands
- Consignment rates:
 - o Radford Heritage Foundation Members: 70/30 (Artist receives 70% of the retail price of sales)
 - o Non-Member: 65/35 (Artist receives 65% of the retail price of sales)
- Artists must have read and agree to abide the Glencoe Mansion, Museum and Gallery Policies and Procedures

Please provide your website or social media to show examples of your work. You can also email photographs to arts@glencoemansion.org

1. Please describe the consignment items you would like to sell at the Glencoe Mansion Gift Shop:

2. What is your average price range?

By signing this application, you acknowledge that you have read and will abide by Glencoe Mansion, Museum and Gallery Policies and Procedures. Failure to do so may result in termination of contract.

Radford Heritage Foundation uses best practices for the security and handling of items within both the Gift Shop and Gallery. The Consigner retains responsibility for any and all loss or damage for consigned objects and may elect to hold their own property insurance. This consignment agreement shall constitute a release of Radford Heritage Foundation from any liability in connection with the consigned property and is not liable for any recovery in damage or loss in relation to consigned objects. Radford Heritage Foundation can accept no responsibility for error or deficiency in information furnished to the Consigner's insurance or lapse in coverage. By signing agreements with Radford Heritage Foundation regarding Glencoe Mansion Gift Shop and/or Gallery, the Consigner agrees to these terms.

Signature

Date

Print

Glencoe Mansion Signature

Date

Print