

Artisan Store Policies

As a Member of Buenaventura Art Association (BAA) you have agreed to our liability policies. This agreement includes Artisan Store items. This statement releases and holds BAA harmless from and against any loss, damage, theft or injury to your artwork displayed unless such loss, damage, injury or theft is the result of the intentional misconduct of the BAA.

Inventory Binder Artists **input each item** they bring in for the Artisan Store by **title, description, price and date** on an **inventory sheet** kept in the **Artisan Store Inventory Binder** at the Harbor Village Gallery. These sheets are not used by BAA to track sales but are an important reference for gallery hosts. Item numbers are optional and for the artist's convenience only. Artists are responsible for updating inventory sheet when items have been sold or removed.

Tags & Labels All items must be labeled or tagged. Artist's name, item title, and price, must be included. If this info is not legible or present, then the sale will not be credited to the artist. **Please be sure your labels or tags are clearly legible and attractive.** THIS IS THE MOST IMPORTANT POLICY!

Rotation Items shall be shown for a **maximum of 4 months**. Artisans must remove items not sold within four months, and replace them with new work. The Artisan Store Committee may remove items from display that remain beyond four months.

Displays All displays must accommodate other artists work. Including, but not limited to: jewelry racks, card racks, baskets, boxes, boards, bowls, etc. Small personal displays are allowed, but are subject to the 'Rotation Policies'.

Special Displays Large displays or a display containing numerous items must request an appointment with the BAA staff or HVG Artisan Store Committee Chair or designated alternate for approval prior to placement in the Artisan Store.

Packaging *Each Item **must** have legible labels (name, price & info of piece) and No Ziploc Bags!*

Bin Art Must be covered with protective wrapping and include a **hard backing** (cardboard or foam core board).

Cards Must be wrapped individually or in packs with protective wrapping.

Jewelry Pieces can be placed on shared displays, or packaged individually (boxed). All jewelry packaging on display must be attractive and good quality.

Other Not all items require packaging such as textiles, ceramics, small framed art, and other items. If packaging is offered it must be attractive and in good quality.

Item Limits *The Artisan Store Committee and BAA staff has authority to determine item space availability and may adjust the item limit periodically.*

Bin Art Unframed, matted prints or originals. A maximum of 10 pieces of bin art may be displayed per artist.

Cards/Postcards Maximum of 21 card units. One unit is defined as one individual card or one package of five cards. No more than 3 units of the same card. Each package may include up to 5 cards. No more than five 5-package units per artist.

Jewelry Maximum of 5 jewelry sets or large displays. A limit of 25 pieces of jewelry per artisan..

Textiles/Leather /Ceramic/Wood/Other A maximum of 10 pieces of textile/leather/ceramic/wood/misc work.

Framed Art Frame shall not exceed 8 inches in any direction. The number of framed works each artist may display is flexible, depending on space availability but a maximum of 192 square inches (frame) or 5 pieces.