

# Guild Store Application

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## Contact Information:

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ EIN or SS#\*: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

The best time of day and the best way to reach me is: \_\_\_\_\_

Craft Medium: \_\_\_\_\_

My images are (check one or both):  attached  on file as part of my 2011 show application



## Guild Store Details:

- **Application Deadline:** Rolling Deadlines. Fresh work is added to the Guild Store each month. Following acceptance, anticipate that your work will be on display within a couple of weeks, provided you arrange for quick delivery so your work can be inventoried & tagged by us.
  - **Application Fee & % of Sales:** An annual application/participation fee of \$25 is required. Craftsmen receive 65% upon the sale of each piece of craft and artwork accepted. Guild commission is 35%. Commission is based on the actual sale price not including tax.
  - **Notification:** You will be notified within two weeks of acceptance.
  - **Delivery of Work:** Work is received on site during regular business hours (9 am to 4 pm). Use your acceptance notification email to respond with a time for delivery. You may also ship your work to us.
  - **Cancellation Policy:** In the event you are unable to participate, please contact us immediately. Application fees are nonrefundable.
  - **Payment:** Your work will be inventoried quarterly and all checks for sold work mailed within two weeks of the close of each quarter.
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## Checklist to apply:

- Read and sign the Terms & Conditions page
- Complete both this application page and the inventory spreadsheets
- Provide a minimum of 3 digital images of your work (on disc or send via email)
- Provide a brief artist statement
- Payment Amount

\$25 application fee (required) \_\_\_\_\_ \$25

\$4 per 100 postcards over 25 (optional). Indicate quantity \_\_\_\_\_

Jury seals (circle one as needed): 100/\$12.10, 500/\$40.10 or 1000/\$66.60 \_\_\_\_\_

Total: \_\_\_\_\_

- Enclose check for above amount payable to PGC or Pennsylvania Guild of Craftsmen
  - Mail completed application to: The Pennsylvania Guild of Craftsmen, c/o Handmade HOME,  
252 N. Prince Street, Lancaster, PA 17603
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## Terms & Conditions:

- Submissions representing the finest quality craftsmanship are welcome. You must be a [current member](#) of the Pennsylvania Guild of Craftsmen.
- A non-refundable fee of \$25 is charged per craftsman.
- PGC retains 35% commission upon the sale of each piece of craft and artwork accepted into the Guild store. Commission is based on the actual sale price not including tax.
- If you have attained PA Guild juried status, then a “juried seal” must accompany each piece accepted into the Guild store. Do not attach the seal. Seals will be attached to retail tags. If you do not have enough seals, seals will be affixed for you and you will be billed. Seals are sold in batches of 100 (\$12.10), 500 (\$40.10) or 1000 seals (\$66.60).
- Applicants must include at least 3 high resolution digital images for selection and publicity purposes and an artist’s statement or brief bio.
- **Images:** Send work related to your inventory. Images must be of work in the Guild store. If you applied to our craft shows in the previous 3 years, we do have your images on file, however, please keep in mind that those images do not meet all of our needs. If you need specifics about image format, visit [www.pacrafts.org/digital](http://www.pacrafts.org/digital).
- **Artist statement or bio:** A short, succinct statement is required. Please limit information to 1-3 paragraphs. Full resumes are welcome but must accompany a brief bio.
- All work submitted must be for sale. Your signature authorizes PGC to sell work on your behalf.
- We require a stack of business cards (or something similar) about you, to give to patrons when they purchase your work. Cards will not be displayed, but kept at the counter.
- Multiples of unique works may or may not be on display at the same time. The PGC reserves the right to display work in the manner it deems most beneficial.
- Work is handled with the utmost care, however, PGC will not be held responsible for loss, damage or theft that may occur while the work is in transit, on display or in storage in association with the store. Please be assured the PGC will exercise all reasonable precautions to minimize the risk of loss or damage or theft to craft works. As a professional craftsman, it is your responsibility to hold adequate business insurance that protects your work at all times.
- PGC reserves the right to accept or reject work submitted for consideration, sale and display and to arrange for the display and promotion of accepted work in the manner it deems most beneficial.
- The craftsperson has sole responsibility for transporting work to and from the store. The PGC will set a schedule for delivery, installation and pick up.
- The Guild store will be widely promoted. A press release, calendar announcement and e-news item will be provided to you to help distribute to news media in your area or to your email lists.
- You will be paid quarterly. Work is inventoried quarterly and all checks for sold work mailed within two weeks of the close of each quarter. Forms 1099 are sent annually in mid-January. You will receive a 1099 only if your sales income exceeds \$600 in a calendar year.
- Please volunteer to work with staff for a few hours. When you volunteer, you help keep costs down, which enables us to keep the stores affordable for you.

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I agree to comply with all terms and guidelines. I understand that it is my responsibility to adequately insure my work against loss or damage or theft. In consideration of participation, I hereby forever discharge, release and hold harmless the Pennsylvania Guild of Craftsmen, Pennsylvania Designer Craftsmen, and all other of its agents, servants, employees, principles, successors, and assigns from any and all manner of action suits, damages or claims whatsoever arising from any loss or damage to persons or property of the undersigned in association with any of the events and hereby consent to the enforcement of all rules and regulations of this Guild store.

Please sign and return this page as part of your application. Thank you.

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Signature

Print Name Here

Date

Office Use: Inventory #	Title of Work (add brief description on 2nd line for each work)	Quantity Provided	Dimensions/ Colors	Sale Price	Office Use	Office Use	Office Use: Sold
	Item #1:						
	Description:						
	Item #2:						
	Description:						
	Item #3:						
	Description:						
	Item #4:						
	Description:						
	Item #5:						
	Description:						
	Item #6:						
	Description:						
	Item #7:						
	Description:						
	Item #8:						
	Description:						
	Item #9:						
	Description:						
	Item #10:						
	Description:						