

What you need to do for to put consignment items in the gallery:

Contact the Gallery Director and let him know what type of items you would like to add. When you get approval, pick which of your items you want to put in the gallery and send us information as in the following examples:

<u>Item number</u>	<u>Title</u>	<u>Price</u>	<u>Quantity</u>
XXX C01	Red fused glass dish	\$35	1
XXX C02	Small dog watercolor	\$55	1
XXX C03	Green jade earrings	\$75	1
XXX C04	Old barn 5 x 7 greeting card	\$3.50	6
XXX C05	Fall Tree- pack of 6 cards	\$15	2

These are just made up examples and prices. The item numbers you pick have to follow this system: Your 3 initials, a space, a "C" and then a numbering system that makes sense for you. If you have 2 or more of the same item they can have the same number. (The "C" stands for Consignment, it tells the computer to add tax and that NAA gets a 30% commission)

We will input the data into the Square system and then let you know when you can bring in the items. The Gallery Director will decide where they go in the gallery.

You need to label each item with a small white sticker with just the item number and price. For some items, where it is appropriate, you can also fill out a consignment card to go with the item. We have the cards at the gallery. Stickers you can buy at Walmart or office supply stores.

There is no fee to put consignment items in the gallery, but we ask you to Host at least once a month for a 3-hour session. You can sign up on the calendar in the galley. If you have not Hosted before, put a red sticker next to your name the first time you Host and someone will train you on how to open and close the galley and use the Square computer system. The red stickers are in the top drawer in the credenza where the calendar is.

You can send your inventory list or ask questions to: naacarsoncity@gmail.com

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