



# Humboldt & District Museum & Gallery

## Giftshop Application for Consignors

[humboldtmuseum.ca](http://humboldtmuseum.ca) // 306-682-5226 // [info@humboldtmuseum.ca](mailto:info@humboldtmuseum.ca)



Thank you for your interest in selling your work at the Humboldt & District Museum & Gallery! Please review the Consignor Guidelines. If these parameters are amenable to you, follow the Application Instructions.

### Consignor Guidelines:

1. All Consignment items should have a geographical or thematic connection to the Humboldt region or the Consignor must live in the region. If you are unsure, just talk to us!
2. All consignment merchandise must be wholly or primarily made, created, or constructed by the Consignor.
3. The Consignor must own the copyright, if applicable.
4. Items must have a shelf life of a minimum of one year from the on-sale date.
5. If accepted, the HDMG will decide if your products are more suitable for the Museum or the Gallery.
6. The consignment rate is 30% for HDMG; 70% for the consignor.
7. Retail prices are to be set by the Consignor.
8. All potential consignment material will be assessed for quality and fit.
9. The number of items that will be consigned to the Museum/Gallery will be at the HDMG's discretion, based on the size/shape of the items.\*
10. New consignment items are generally accepted into our gift shops for one year, after which the agreement can be reviewed.
11. The HDMG will collect/remit GST as required (notify us if you have a GST number).
12. Consignment remittances are paid twice annually, in June and in December.

\*Please keep in mind our gift shop space is limited. Our preferences for size of work are 8" x 10" for 2D artwork and 10" x 10" x 10" for 3D artwork or smaller.

### Consignor Application Instructions:

If you are interested in submitting your work for consideration, please email the details listed below to [info@humboldtmuseum.ca](mailto:info@humboldtmuseum.ca) with the subject title *Gift Shop Application for [first name] [last name]*.

- Full Name
- Business Name (if applicable)
- Home Address
- Phone Number
- Website and social media handles (Instagram & Facebook)
- List of other places where you have items for sale (if applicable)
- A .jpg Image of each item you wish to sell with the following info:
  - Title or Description
  - Retail Price
  - Medium
  - Date of Production
  - Dimensions

*Thank you for your interest in selling your work at the Humboldt & District Museum & Gallery. We look forward to reviewing your application!*