

# U.P. MADE ARTIST MARKET

Community Women's Group

Mailing Address: PO Box 54, Watton, MI 49970

Contact: (906) 355-2727/ 2182 [upmadeartistmarket@hotmail.com](mailto:upmadeartistmarket@hotmail.com)

Website: [www.upmadeartistmarket.com](http://www.upmadeartistmarket.com)

1. The Community Women's Group [CWG] is a state recognized non-profit [501-c] organization established to promote fine arts and crafts through the establishment of the UP Made Artist Market [UPMAMM-'UP Ma'am!].
2. The CWG solely sponsors the market in the upper floor of the Historic Covington School in Covington, Michigan. Commission from sales is re-circulated into the community.
3. All art market and gallery submissions will be juried by the CWG. Artists from the Upper Peninsula and surrounding area are the main focus; however, the CWG accepts quality products from other states.
4. The CWG assumes no liability for loss, damage to or destruction of any item and limits the quantity of duplicated items on display.
5. Please submit via email or US mail 2 pictures of your work that would be suitable for downloading onto the 'Browse our artists' bio page. You will be contacted.
6. The CWG reserves the right to use their discretion per acceptance and display of entries.
7. The antique, Christmas, and thrift area are reserved for these types of items. Re-sale items may not be displayed in any other part of the market.
8. The yearly membership fee to UPMAMM is \$25.00 payable at the beginning of each season or upon the first join date. The market is open from May 29 – Oct., 1 Thursday – Sundays. Off season openings are provided by appointment.
9. Work options allow for a reduced commission fee. Please check your choice of work or non-work on the application page.
10. Work options require that each working vendor fill in the calendar for the season. Each worker is required to find replacement workers if conflicts arise.
11. Vendors can expedite inventory set-up by having an inventory list in the following format:
  - a. 3 lower case initials followed by a dash, then the item number [abc-2].
12. Opposite the format list your **RETAIL** price. Avoid odd prices; i.e., \$5.47 or \$1.02. Round off.

13. Enter the **RETAIL** price only! The commission is automatically deducted [off that **RETAIL** price] at the time of sales via the computer. \*See **RETAIL** price calculation on bottom of this page.
14. Please, do not hand-write prices on tags; the computer will print out the stick-on price tag that adheres to the string tag. Please provide string tags with your inventory list.
15. Do not place stick on tags in the front of items in the gallery; i.e., photos, painting, etc. as this distracts from the work of art.
16. Short biographies are appreciated to be added to the web page. We reserve the right to edit.
17. Initial training time is provided. Vendors who do not work as scheduled will be returned to non-working status per reflection of percentage of commission.
18. The percentage for non-workers is 22% and for workers 15%. Please work as many days as you can to keep the market open for more sales.
19. Vendor checks will be processed by the 15<sup>th</sup> of each month and will reflect the commission. Vendors will receive a MISC 1099 tax form for sales of \$600.00 or over.
20. The shopping cart is open to all vendors who use the internet. Sales are recorded through the market; vendors should ship the product from home within 5 days. Your postage expense will be reimbursed through your monthly check. You are responsible for weighing and calculating the shipping fee. This will be added separately on the shopping cart.

\*Formula commission:  $78\% / 22\% = 3.5$  or  $85\% / 15\% = 5.6$

\*Example for **RETAIL** price:  $(78\% / 22\% = 3.5)$  (your price =  $\$100.00 / 3.5 = \$28.57$ )  
 $100.00 + 28.57 = \text{RETAIL } \$128.57$ )

Vendor Application

Please include a check for \$25.00 payable to CWG. Set-up is contingent on acceptance of your work, payment, and your inventory/price sheet with the **RETAIL** price. Like items should have the same inventory number.

Please read and sign the agreement below.

I have read and understand the application/information provided regarding membership in UPMAAM. I understand that if my work is not accepted that the CWG will return my check. I have enclosed an inventory list complete with the **RETAIL** price and understand that the commission will be taken off the **RETAIL** price. I have submitted at least 2 photos of the products I would like to sell through the market. I approve the use of my photos and bio for the UP Made Artist Market web page.

I understand that the commission price is very reasonable and especially for that reason I agree not to try to undercut the non-profit group's effort of sales by displaying my business card and contact information at the market. I further understand that if someone inquires as to my contact information that I will be contacted for an exchange. The CWG entrusts me to be fair and honest about sales made through my home that are generated because of the market and I agree to adhere to the commission of sales under those specific circumstances, notifying the market of such sales.

I prefer membership option: (please circle one option)

Working: 1 -----15% commission off **RETAIL** price I provided

Non-working: 2 ----- 22% commission off **RETAIL** price I provided

Please send your application and check or M.O. to: CWG P.O. Box 54 Watton, MI 49970

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

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

Signature \_\_\_\_\_

