



*Sandhills  
Woman's  
Exchange*

As of: July 5, 2018

**2018 / 2019**

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Dear Artisan

Sandhill's Woman's Exchange (SWE) would like to thank you for your interest in selling your fine-quality, hand-crafted items in their cabin.

As a 501(c) 3 non-profit organization operated largely by volunteers, the cabin has become a magnet for workshops, book signings, and lectures; however, it is primarily YOU, the artisan, who generates the major interest that will continue to bring forth customers through our cabin door.

The good news for the 2018-2019 season is SWE no longer requires a membership fee to be an active artisan. Nevertheless, SWE welcomes you to join and be active in supporting our continued efforts with cabin preservation, but artisans need not be a member.

There are changes to our artisan contract which are outlined in the contract document. It is important to read this thoroughly as only these rules apply now. As always, our goal is to utilize cabin space to highlight and display all artisans favorably.

SWE wants to work with as many artisans as possible!

Therefore, we are asking you to initially submit only five (5) items to view of your work which has been made within the last year. Please label each item with the retail prices. If you have several different lines or styles, please include only (5) of each line or style. The Artisan Committee will meet during the summer to review submitted artisan items. The Artisan Chair will contact each artisan by email after the Artisan Committee has completed their review. You will be asked to adhere to the merchandise drop-off schedule for returning and new artisans.

SWE greatly appreciates all their artisans, their special talents to create fine-quality, hand-crafted items and we look forward to our opening September 5<sup>th</sup>, 2018.

If you have any additional questions or require further clarification, please, do not hesitate to contact me by (email) [swektills@gmail.com](mailto:swektills@gmail.com).

Sincerely, Kim Tills, SWE Artisan Chair



## 2018 / 2019 Artisan Contract Agreement

This Artisan Contract Agreement shall supersede and replace all prior agreements, and understandings, oral or written, between SWE and you (hereinafter "Artisan") regarding the sale of your merchandise in the cabin.

This Artisan Contract Agreement is made and entered into on the date shown below between SWE and "Artisan" for consignment of hand-crafted merchandise.

SWE sales room is open to the public during the months of (September, October, November, and December) / (February, March, April, May).

### 1. SWE ARTISAN COMMITTEE

The SWE Artisan Committee reserves the right to limit the quantity and/or return merchandise for unmarketability of the merchandise and/or quality of the workmanship.

This Artisan Contract Agreement does not constitute any agreement on the part of the SWE to purchase artisan merchandise and constitutes a consignment agreement only.

### 2. MERCHANDISE DROP-OFF

- a. This Artisan Contract Agreement does not constitute any agreement on the part of the SWE to purchase artisan merchandise and constitutes a consignment agreement only.
- b. Artisan agrees to deliver merchandise to SWE according to the terms and conditions in this Artisan Contract Agreement.
  - I. SWE artisan chair will only accept items in person on the 1<sup>st</sup> and 3<sup>rd</sup> Sundays / 10:00 AM-2:00 PM.
  - II. SWE artisan chair will accept a limited number of items to be reviewed by the Artisan Committee on the 2<sup>nd</sup> and 4<sup>th</sup> Sundays.
  - III. The Artisan Chair will contact artisan by email after the Artisan Committee has made their selection.

### 3. SHIPPING and RETURNS

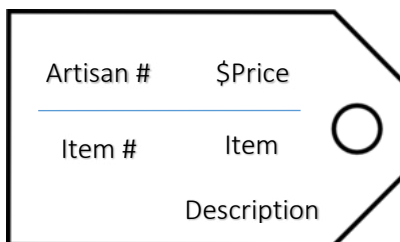
- a. Artisan is responsible for the shipping costs of their merchandise to SWE and return of their merchandise.
  - I. Merchandise mailed via U.S. Postal Service should be sent to the SWE P.O. Box mailing address.
  - II. Merchandise mailed using other shipping services such as UPS, Fed Ex, should be sent to the SWE Azalea Road mailing address.
  - III. Shipping cost will be deducted from your profits check. Artisan will be notified by email if their account is short the \$ amount to cover shipping cost. Artisan merchandise will be held at SWE for seven days until artisan has provided a personal check to cover the shipping cost.
  - IV. Artisan merchandise will become property of the SWE after seven days of email notification.

#### 4. ARTISAN INVENTORY

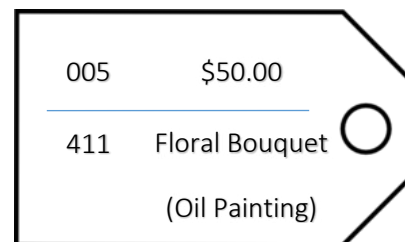
- a. Merchandise must be tagged in accordance as described below and accompanied by an inventory sheet (a complete list of all merchandise delivered), see attached sample.
- b. Artisans need to complete the SWE Inventory Sheet with clearly written **(PRINT)** contact information to include mailing address, cell phone (preferable), and an email address.
- c. A description of EACH item. If applicable, size, color and washing instructions. Due to limited display space / storage, please provide measurement of large framed pictures, wood, and pottery pieces.
- d. An “ARTISAN NUMBER” will be assigned to you by the SWE and should always be included on the inventory (see attached sample) and on the artisan merchandise price tag.
- e. All items must have a clearly written **(PRINT)** price tag / securely attached to merchandise with the following. . .
  - I. Artisan # / top left corner.
  - II. Item # / bottom left corner.
    - a. Starting item # will be 1801 (18 designates season year, 01 designate item #).
  - III. Retail Selling Price / top right corner.
  - IV. Item Description / bottom right corner.

#### EXAMPLE

“Labeling a Price Tag Sample”



“Artisan Merchandise Price Tag”



#### 5. PRICING

- a. Artisan agrees to price all their merchandise to include 40% fee to be retained by SWE for preservation of the SWE cabin which is proudly celebrating its 96<sup>th</sup> year of operation.
  - I. How to Calculate the Merchandise Selling Price (price the artisan requests to receive + 40% consignment fee to be retained by SWE for preservation of the cabin).

Divide the price artisan wants to receive by .60, (artisan wants to receive \$30.00 for an item. The \$30.00 is divided by .60 which equals \$50.00. The \$50.00 price is the \$ amount to be listed on the Artisan Merchandise Price Tag.

- b. Fill-in Inventory Sheet (see attached example) once the Artisan Merchandise Price has been calculated / tagged.
- c. North Carolina sales 6.75% tax will be paid by the purchaser (customer).

#### 6. PAYMENT TO ARTISAN

- a. SWE agrees to issue a profit payment to the artisan only after merchandise has sold.

- I. Artisans with a profit of \$30.00 or more will be issued a check after the close of business each month. Artisan should receive check around the 15th of the following month.
  - a. Note that SWE policy will be to void outstanding profit checks after 90 days and will not be reissued.
- II. Artisans with profits less than \$30.00 will not be issued a check until the minimum \$30.00 profit balance has been earned.
- III. If artisan does not receive profit check after allotted time, contact Karen Lehto, SWE General Manager by email [klehto@nc.rr.com](mailto:klehto@nc.rr.com) and cc the Artisan Chair, Kim Tills [swektills@gmail.com](mailto:swektills@gmail.com)

**7. MERCHANDISE SALE**

- a. SWE reserves the right to run a 30% sale on seasonal and holiday merchandise.
  - I. The 30% discount will be split between the Artisan 15% and SWE 15%.
- b. SWE reserves the right to run a 30% sale on end of season in (December and in May).
  - I. The 30% discount will be split between the Artisan 15% and SWE 15%.

**8. MERCHANDISE PICKUP**

- a. Unsold seasonal, holiday, and end of season (December and May) merchandise will need to be picked up.
  - I. Artisan will be notified by email with dates / times for pick-up of unsold merchandise.
  - II. Artisan merchandise will become property of the SWE after seven days of email notification.
  - III. Artisans can request by email for unsold merchandise to be mailed back at their own expense.
  - IV. You may contact the Artisan Chair, Kim Tills, by email: [swektills@gmail.com](mailto:swektills@gmail.com) to make other arrangements

**9. LIABILITY OF MERCHANDISE**

SWE nor its employees, or volunteers will not assume liability for any theft, loss, breakage or damage, with respect to any merchandise. Consignor shall guarantee and hold SWE harmless from any liability, damages or claims (whether meritorious or not). SWE agrees to handle / display the artisan merchandise with care and in the safest possible manner to encourage sales.

ARTISAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SWE Artisan Chair, Kim Tills SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

<b>Mailing Address</b> P.O. Box 215 Pinehurst, NC 28370	<b>Physical Address</b> 15 Azalea Road Pinehurst, NC 28370
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(910) 295-4677



SANDHILLS WOMAN'S EXCHANGE

Mailing Address  
P.O. Box 215  
Pinehurst, NC 28370

Physical Address  
15 Azalea Road  
Pinehurst, NC 28370

(910) 295-4677

# Artisan Inventory Sheet

ARTISAN # 001 PAGE # 1

ARTISAN Name: Jane Doe  
Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Cell # (preferable): \_\_\_\_\_  
Home # (optional): \_\_\_\_\_




ARTISAN PRICE	ITEM #	QUANTITY	DESCRIPTION OF MERCHANDISE	RETAIL PRICE	DATE DELIVERED	Date Sold	DATE Pickup Notification Email Sent	DATE PICKED UP
\$30.00	1801	1	Floral Bouquet (Oil Painting)	\$50.00	Mon, 8/20/18			
	1802							
	1803							
	1804							
	1805							
	1806							
	1807							
	1808							
	1809							
	1810							
	1811							
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	1814							
	1815							
	1816							
	1817							
	1818							
	1819							
	1820							
	1821							



**Mailing Address**  
 P.O. Box 215  
 Pinehurst, NC 28370

**Physical Address**  
 15 Azalea Road  
 Pinehurst, NC 28370

(910) 295-4677

## Artisan Inventory Sheet

ARTISAN # \_\_\_\_\_ PAGE # \_\_\_\_\_

<b>ARTISAN Name:</b>	
<b>Address:</b>	
<b>City, State, Zip Code:</b>	
<b>Email Address:</b>	
<b>Cell # (preferable):</b>	
<b>Home # (optional):</b>	

ARTISAN PRICE	ITEM #	QUANTITY	DESCRIPTION OF MERCHANDISE	RETAIL PRICE	DATE DELIVERED	Date Sold	DATE Pickup Notification Email Sent	DATE PICKED UP
	1801							
	1802							
	1803							
	1804							
	1805							
	1806							
	1807							
	1808							
	1809							
	1810							
	1811							
	1812							
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	1814							
	1815							
	1816							
	1817							
	1818							
	1819							
	1820							
	1821							



DAY	DATE		ARTISAN NOTE
SUNDAY	July 8, 2018	Artisan Drop Off	RETURN Artisans
SUNDAY	July 15, 2018	Artisan Committee Review	
SUNDAY	July 22, 2018	Artisan Drop Off	NEW Artisans
SUNDAY	July 29, 2018	Artisan Committee Review	
SUNDAY	August 5, 2018	Artisan Drop Off	RETURN Artisans
SUNDAY	August 12, 2018	Artisan Committee Review	
SUNDAY	Aug 19, 2018	Artisan Drop Off	NEW Artisans
SUNDAY	Aug 26, 2018	Artisan Committee Review	
SUNDAY	September 2, 2018	Artisan Drop Off	NONE Cabin display(s) set-up for Re-OPEN on Wed, Sept 5 <sup>th</sup>
SUNDAY	September 16, 2018	Artisan Drop Off	Return and NEW Artisans
SUNDAY	September 23, 2018	Artisan Committee Review	
SUNDAY	October 7, 2018	Artisan Drop Off	Halloween Items Return and NEW Artisans
SUNDAY	October 14, 2018	Artisan Committee Review	
SUNDAY	October 21, 2018	Artisan Drop Off	RETURN Artisans
SUNDAY	October, 28. 2018	Artisan Committee Review	
SUNDAY	November 4, 2018	Artisan Drop Off	NEW Artisans
SUNDAY	November 11, 2018	Artisan Committee Review	
SUNDAY	November 18, 2018	Artisan Drop Off	Christmas (Holiday) Items Return and NEW Artisans
SUNDAY	November 25, 2018	Artisan Committee Review	
SUNDAY	December 2, 2018	LAST Artisan Drop Off	Return and NEW Artisans
SUNDAY	December 9, 2018	Artisan Committee Review	
			Cabin Closing Date TBD