



## vendor guidelines

- Vendor MUST be a Womanspace member.
- Acceptable art includes but is not limited to jewelry, jewelry boxes, cards, ceramics, soap, chocolate, honey, fiber art, wearables, 3-D art and 2-D wall art.
- No dimensions over 20" for most pieces. Larger pieces need Gallery Committee approval.
- Jewelry – Artist must provide display material. (Discuss with Womanspace first.)
- 2-D works – Must be framed & wired OR matted and in a protective sleeve with a display bin.
- Each vendor **MUST HAVE AT LEAST ONE BUSINESS CARD ON DISPLAY** in the Gallery2Go.
- Vendor will price his/her own items. Upon sales, 75% of the total sale price will be transmitted to the artist.
- Womanspace will provide an inventory sheet that must be filled out by the vendor with clear inventory numbers and pricing information. Please use your designated coding or your 3 initials & inventory numbers you have not already used.
- The vendor must have the inventory number & price clearly marked on each item & the price tags must be firmly attached to items (yet easily removable).
- Vendors may replenish their inventory at any time. The vendor is encouraged to trade-out (refresh) items a minimum of every 6 months (ideally March or September) and fill out a new inventory sheet each time.
- Do not remove or add to your inventory unless you have it processed by a staff member or G2G volunteer.
- A check for items sold will be issued at the end of each trimester. (You should receive a check within the first part of January, May & September). Trimesters run: January–April, May–August, September–December.
- Quantities of items to be displayed will be regulated by Womanspace depending on the size of pieces submitted and on available display space. Please ask about availability of space if you have larger items that you would like to display.
- The Gallery Committee reserves the right to omit pieces due to inappropriate content. Due to limited space, not all pieces may be displayed at once; we will replenish from your inventory as necessary.
- If you have display racks or furniture you'd be willing to loan or donate, please contact us.

Gallery2Go was established at Womanspace in March of 2007 and has been well received by members and visitors.

On occasion, and with your permission, items may be taken off-site and offered for sale when Womanspace holds events at other locations.



