

# NOLA ARTWORK

Art gallery

608 Chartres St New Orleans LA70130

## POLICY INFORMATION

Nola Artwork provides:

- A beautiful retail place in the heart of the French Quarter.
- Excellent location only 1 block from Jackson Square.
- Open 7 days a week 8 hours + daily
- Trained sales team to handle your sales.
- Security and surveillance system.
- All credit cards accepted.
- Sales tax collection and payment to the city and state.
- Shipping available with low cost.
- Packaging provide for shipping at no cost or vendor or customer.
- Social media advertisement.
- E-commerce provided for vendor interested (must send pics of items).
- Locals 5% discount to promote sales.
- Extra hours and events.
- Workshops.

## ACCOUNTING AND FRONT DESK

- Space for rent and consignment options available.
- Rent spaces start at \$100 monthly.
- Nola Artwork commission on sales is 18% for rented spaces and 50% for consignment options.
- Credit cards fee 3% will be absorb by the vendor (Starting May 1st).
- A deposit of \$75 is required to secure your space.
- Booth rental fee will be paid with deposit the first month, following month will be deducted from sales. If sales amount don't cover rent, an invoice with the difference will be send to pay before the 5th of the month.
- Vendors must fill out a W-9 form for taxes purposes.
- Sales report will be sent the first week of the following month and direct deposit will be scheduled for the second Friday or 15th of each month.
- Nola Artwork will provide a 1099 to each vendor by February of the following year.
- Cancellation requires a 30 day written notice.
- Upon moving out, return booth space back to original state: patch holes, clean floor and wall in perfect shape. If Nola Artwork take care of damage, deposit won't be return.

## VENDOR RESPONSABILITIES

- Inventory
- A minimum of 10 items its required to move in.

- Restock once a month minimum, providing a list of items to the front desk to be added in the system.
- No restock on Saturday.
- Keep booth and displays clean and organized.
- We only accept items in good condition.
- Every item MUST be label with vendor initials and price, no hand written labels accepted.

Example:

Susan Hudson

SH Print 11x14

\$40

3 x \$100

- Item found without tag will be sold as Nola Artwork property.
- Nola Artwork is not responsible for lost, stolen, or broken items.
- Remove inventory for shows its allow only with a list of items removed to update in the system.
- Seasonal products MUST be removed within 2 weeks after end of season or holiday, otherwise Nola Artwork will run a 50% sales of those items.
- Consignment items can be move around of the gallery without notification to the vendor.

Booth upkeep:

- Bring your own tools, which includes cleaning and office supplies, when working in your booth. Nola artwork provides ladder.
- Use nails only on the walls, screws and velcro stickers are FORBIDDEN.
- Vendors display must be attractive. Wood and wire bin only. No plastic ones.
- Company or artist signage is allowed in your booth. NOLA ARTWORK does not allow direct phone, e-commerce website or email listing indoor booth.
- Vendors are able to work during the operating hours only. Move in before 11am or between 3-5pm only. Restock allowed all day (exception Saturday).