



The Elizabethan Gardens Royal Exchange Gift Shop

- **Jurying Standards**
- **Information for Submission of Work**
- **Guidelines for Displaying Juried Work**
- **Consignment Form**
- **Jury Drop Off Form**
- **Consignment Payment**
- **Agreement and Waiver**

The Elizabethan Gardens Mission Statement

We are dedicated to sharing our unique history, providing educational opportunities, enhancing the quality of the visitor's experience and preserving the beauty and tranquility of The Elizabethan Gardens.

Jurying Standards

1. Consignors wishing to have their work reviewed or displayed will be up for review twice a year – 2nd week of January and 2nd week of September.
2. All goods to be sold by consignors already accepted into the Royal Exchange must submit their work to the jury.
3. If the goods to be sold are accepted in the Royal Exchange, all consignors will work with the Royal Exchange Manager to schedule a time to bring in their work.
4. The following are required to submit work for consideration:
 - a. Brief biography/ consignor's statement
 - b. Brief description of materials and technique used
 - c. Jury form
 - d. Signed agreement and Waiver form
 - e. Photo's of good to be sold will not be returned
 - f. Summit the amount of inventory you have available and the suggested retail price

Information for Submission of Work

1. To have your goods juried, you may email, drop off, or mail photos of goods to be considered for consignment. Submission materials will not be returned. Bring goods to the Royal Exchange by appointment the 2nd week of January 9-13, 2017 and the 2nd week of September 4-8, 2017.
2. They will be juried the 3rd week of January 16-20, 2017 and the 3rd week of September 11-15, 2017.
3. February 6-10, 2017, all goods to be sold should be delivered to the Royal Exchange.



The Elizabethan Gardens Royal Exchange Gift Shop

- Jurying Standards
- Information for Submission of Work
- Guidelines for Displaying Juried Work
- Consignment Form
- Jury Drop Off Form
- Consignment Payment
- Agreement and Waiver

Guidelines for Displaying Juried work in the Royal Exchange

1. Goods to be sold may be brought to the gardens Royal Exchange during regular business hours. Please call Royal Exchange Manager for an appointment. You must include a detailed inventory list with a suggested retail price.
2. No goods to be sold will be discounted.
3. Consignors may submit their own display props with the assistance of the Royal Exchange Manager.
4. The Elizabethan Gardens assumes the right to photograph and market goods on display for publicity, education and archival purpose.
5. All goods to be sold are accepted to space availability.
6. The Royal Exchange Manager, assisted by the Royal Exchange Committee, will conduct periodic reviews of consignment goods on display in the Royal Exchange. The Royal Exchange Committee and Manager reserve the right to remit any consignment goods and request its removal.



The Elizabethan Gardens Royal Exchange Gift Shop

- Jurying Standards
- Information for Submission of Work
- Guidelines for Displaying Juried Work
- Consignment Form
- Jury Drop Off Form
- Consignment Payment
- Agreement and Waiver

CONSIGNMENT FORM

Royal Exchange: 1411 National Park Drive, Manteo, NC 27954

Phone: (252) 473-3234

email: giftshopmanager@elizabethangardens.org

Submission Date: _____

Name: _____ Tax ID# and/or Business License: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

I give The Elizabethan Gardens Royal Exchange Gift Shop permission to sell the following items:

Item #	Item Name	Quantity	Cost	Retail Price

*May attach additional paperwork to the back of this form

1. It is understood that **The Elizabethan Gardens Royal Exchange Gift Shop assumes no liability or responsibility** for any loss or damage due to fire, theft, vandalism or any other cause, although every precaution will be taken to insure safety.
2. It is understood that **The Elizabethan Gardens Royal Exchange Gift Shop will receive a 40% commission** upon the sale of any consignment item(s).
3. It is understood that **The Elizabethan Gardens finance officer will send payment quarterly for consignment item(s) sold.**

Artist/Owner signature

Royal Exchange Manager Signature





The Elizabethan Gardens Royal Exchange Gift Shop

- Jurying Standards
- Information for Submission of Work
- Guidelines for Displaying Juried Work
- Consignment Form
- Jury Drop Off Form
- Consignment Payment
- Agreement and Waiver

Jurying Drop-Off Form

1411 National Park Drive, Manteo, NC 27954

Phone: (252) 473-3234

Email: giftshopmanager@elizabethangardens.org

Submission Date: _____

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

I submit the following item(s) to The Elizabeth Gardens Royal Exchange Gift Shop for the purpose of jurying:

Item #	Item Name	Quantity	Cost	Retail Price

Liability

Although every precaution is taken to ensure the safety of your item(s), The Elizabeth Gardens and The Royal Exchange Gift Shop assume NO liability or responsibility for any loss or damage due to fire, theft, vandalism or any other cause. You must carry and provide proof of insurance.

All submitted photo samples will not be returned.

By dropping off your item(s) for review with The Elizabethan Gardens and The Royal Exchange Gift Shop, you agree to the terms and conditions set forth in this document.

Artist/Owner signature

The Royal Exchange Manager signature





The Elizabethan Gardens Royal Exchange Gift Shop

- **Jurying Standards**
- **Information for Submission of Work**
- **Guidelines for Displaying Juried Work**
- **Consignment Form**
- **Jury Drop Off Form**
- **Consignment Payment**
- **Agreement and Waiver**

Consignment Payment

1. It is understood that The Elizabethan Gardens Royal Exchange assumes no liability or responsibility for any loss or damage due to fire, theft, vandalism or any other cause, although every precaution will be taken to insure safety.

2. It is understood that The Elizabethan Gardens will receive 40% commission upon the sale of any artwork. Consignors' will receive 60%. Payment to the consignor will occur only after product(s) has sold. A Tax Resale number or social security number is required. If using a Tax Resale number a copy of the consignor's tax certificate is required to be on file before payment is issued. Payment for goods sold will occur on or before the 15th of each quarter based on calendar quarters Jan/April/July/Oct regardless of amount of the payment due.

3. Warranty: Consignor warranties product to be fully compliant with all local, state, and federal laws and regulations. In the event of a customer return of a defective product consignor agrees the store may replace product for the customer from remaining inventory. Such replacement will be at no charge to the store. The opened defective product and any available packaging will be kept for review and disposition by the consignor, and will be considered included in inventory on hand.



The Elizabethan Gardens Royal Exchange Gift Shop

- Jurying Standards
- Information for Submission of Work
- Guidelines for Displaying Juried Work
- Consignment Form
- Jury Drop Off Form
- Consignment Payment
- Agreement and Waiver

Agreement And Waiver

By submitting your work for jurying and potential display of your item(s) with The Elizabethan Gardens and the Royal Exchange Gift Shop, you agree to the terms and conditions set forth in this document. In *addition to signing this agreement, each submission of item(s) for display in the Royal Exchange Gift Shop must be accompanied by a completed Consignment Form.*

Date: _____

Print Artist/Owner Name: _____

Artist/Owner Signature: _____

Mailing Address: _____

Phone: _____

Email: _____