



Telephone: 828-668-1070
Gallery Location: 48 East Main St.
Old Fort, NC 28762

Send Application to:
TAAS PO BOX 2242
Old Fort, NC 28762
Attn: Bev Heldman

Submit this form electronically now, or print and mail this page along with pictures of your products and Artisan Statement to the mailing address above.

Application Form

Name: _____
Address: _____
Email: _____
Phone: _____
Best time to call: _____
Web Site: _____
Describe your products: _____

Tell the history behind your skill: _____

How do you currently sell your products: (Check all that apply)

- (1) Craft shows and/or festivals
- (2) Store or shop
- (3) Merchandiser gallery (similar to TAAS)
- (4) Website
- (5) Other Describe:

Select your category(s): (Check all that apply)

- (1) Painting art work on canvas or flat medium
- (2) Sculpture art
- (3) Glass Type:
- (4) Jewelry
- (5) Craft
- (6) Wood working
- (7) Pottery
- (8) Fabric (Cross-stitch-quilting)
- (9) Fiber Art
- (10) Other (Describe):

We only accept items made by you. Your work must be handmade, high quality and original in nature. You must live with-in Appalachian region. We will require 3-months merchandising fee paid in advance. After that it is a month by month merchandising fee. Merchandising Fees (Payments) will be deducted from sales of previous month for upcoming month. Cancellations must be received in writing 30-days prior to vacancy. We reserve the right to reject any items that do not meet with our quality criteria. Membership is a privilege that may be canceled at our discretion. Access to the Internet is required to manage your membership account, view sales, statements and activity. Additional service fees may apply, please see the membership terms and conditions.

Select your preference (Merchandising Fees are monthly):

- 2-foot \$35.00
- 3-foot \$45.00
- 4-foot (Fine Art) \$ 55.00
- 6-foot booth \$ 95.00 Monthly



Terms and Conditions

The Appalachian Artisan Society Gallery 2009 Merchandiser TERMS & CONDITIONS

The Appalachian Artisan Society forever referred to as TAAS is owned and operated as a division of Pinwilz Company forever referred to as TAAS or COMPANY. Any person or company or business entities that is accepted into TAAS as an artisan member annual or monthly or on straight consignment or merchandiser seller is forever referred to as a SELLER.

MEMBERSHIP: TAAS is a membership gallery where members who are first approved by TAAS and then accept the terms and conditions as defined below may display and sell items in accordance with the rules and regulations of TAAS Gallery. Membership may be terminated by either party with 30-days notice for any reason.

ANNUAL AGREEMENT: All sellers are required sign up for a one year 12 month membership. Payments called MERCH FEES will be charged on a monthly bases and register on all accounts on the first day of each month and either bill or deduct from available balance for the upcoming month. or switch from monthly to an annual will have access to the inventory management system, be included in the listing and have a webpage at taasg.com. Annual membership is for a 12 month period and automatically renews on anniversary date unless cancellation request is received 30-days prior to renewal date. **There is an early cancellation fee of \$ 25.00** We are looking for members that are dedicated to experience all seasons of sales for their own benefit.

ACCEPTABILITY: Acceptability to be included in TAAS is at the sole discretion of the company owners or designated membership coordinator. This agreement including terms and conditions outlines guidelines for acceptance but is not all-inclusive.

MANAGING INVENTORY: In order for TAAS to operate efficiently in both managing inventoried items and making the checkout for customers fast and error free we have developed our point of sale POS system that is tied into the on-line inventory management tool found in the membership section of the taasg.com website.

DATABASE PRODUCT ENTRY: It is the sellers responsibility to load all new items into the system providing information for all the fields, Category, Price, Seller Description.

DATABASE ENTRY FEE: If you are unable to enter your inventory items into the database for any reason and need TAAS to do all the database entry for you, we offer this service at \$25.00 per product add set. For new members, with more than twenty five items we charge \$25.00 + 2.00 per item over 25 items.

INVENTORY ROTATION OR ITEM REMOVAL Item removal by member: When you need to or want to remove items you may do so, we encourage inventory rotation. Inventory rotations may be done monthly at no additional cost.

SPACE DESIGN: The gallery is designed to create a specific overall appearance intended to make shopping at TAAS-Gallery clutter free and non claustrophobic. We provide white shelf brackets, white hooks in varying lengths for your convenience. You must provide your own shelving. Prior to displaying your items you must first get approval from TAAS. Displays that do not appeal to our design will not be accepted and we reserve the right to make changes to your space where appropriate to insure our visual effectiveness is of a high quality.



USING THE ON-LINE SYSTEM: It is a requirement that you have Internet to effectively access the TAAS on-line system from your own computer. We can no longer accept artisans or members that do not have access to this system. It is an integrated feature of our sales platform, awareness campaigns, invoicing, statements, inventory management and business planning. If you do not have a home computer with Internet access you must access your account via public computers available in libraries. You must have a personal email address and check for important email messages from taasg.com regularly.

MARKET OUT FEE: Members that have a retail location of their own or are selling items in other retail outlets, craft fairs, festivals and special sales platforms may of course do so. At your option, there will be a Market Out Fee assessed to your account of \$25.00 per month. To avoid the Market Out fee; Price tags may have your name and business name listed, information about your craft, process or story. Tags that have a website reference other than www.taasg.com, your personal or business phone number, mailing address or any contact information will be subject to Market out fees.

30-DAY NOTICE: Prior to leaving TAAS you are required to provide a minimum of 30-days notice in writing. Not doing so you agree to pay the entire Merch fee to the extent that you removal does not. On the first day of each month the company charges all accounts for the next month (example: One April 1st a Merch Fee will be charged for May) for this reason, you must provide your written notification prior to April 1st. that you will be pulling out in May. Merch Fees are not refunded for any reason.

BILLING FOR MERCH FEES: Merch Fees are the cost to have your items sold in TAAS. The Merch Fee covers administrative costs, tax preparation, floor space, overhead, sales personnel, marketing, use of the on-line inventory management system and your personal web page. Our standard rates are as follows: 2 foot space \$35.00 3 foot space \$45.00 4 foot space \$55.00 Booth space \$95.00 Premium spaces (closer to the front) may have a premium charge. Merch Fees are subject to change with a 30-days notice. Merch Fees are posted and withdrawn against your account on the first of each month and in 30-days advance. If your account balance does not cover the Merch Fee you will be responsible for sending in a payment prior to the beginning of the billed for month. Merch Free Payments are due on the 15th in the amount on your account dated the second day of the month and after the monthly Merch Fee has been processed.

PAYMENTS ON YOUR BALANCE: We cut checks typically on the 15th of each month. The amount of your sales check will be based on your account balance on the 1st for previous month's sales less the next months Merch Fee. If you provide a 30-day notice you will not be charged a Merch Fee.

COMMISSION: The standard commission that TAAS charges is 20%. We figure 20% with the following formula: $20\% = 100 * .80$ The standard commission rate only applies to items that you can fit into your space. If you have additional items that do not fit in your space you may not place them in other spaces. We suggest that consider a larger space or multiple spaces. We do not allow for storage of items in our facility that are not out on the sales floor.

SPECIAL ORDERS: We look forward to helping you boost your business with special orders. We have many clients that have something specific in mind and we may ask you if you are interested in making items to client requests. For this service we will handle the transaction. This will be accessed a 25% commission rate over the price you quote TAAS for the item. You may also forward your clients to us if you wish for us to handle the transaction and customer service for you. We are set-up to accept all forms of payments and can increase your ability to service your customers while cutting your overhead costs. Take advantage of our great membership service.



STRAIGHT COMMISSION / CONSIGNMENT: We do offer a straight consignment opportunity but solely at our discretion. Straight commission rates may be 50% or at a mutually accepted percentage.

This will be kept on record and attached to the membership application.

THEFT - GALLERY LIABILITY & RESPONSIBILITY: The company carries insurance that covers fire and major burglary with a per incident deductible of \$500.00 in case of an unfortunate incident where there is a major loss of property or damages. Our insurance will cover documented inventory (as listed in the TAAS-database)

In the matter of occasional theft: We make every effort to thwart this potential but unless a person is caught red handed, we have no authority to even approach suspected individuals. If you are concerned with theft of your items you should check with your homeowners insurance provider and see if they offer any options for your materials that on consignment in TAAS-Gallery. We accept no responsibility for theft of items from you space but will make every reasonable effort to minimize theft.

New members and applicants, (as of 01/01/2007) your membership application signature is your acceptance of these terms and conditions.

Issued: January 1, 2007 updated June 21, 2009 This document and its contents are considered confidential and property of Pinwilz Company. No portion of this document may be copied, without written consent. Contents are intended for members or applicants only. All other purposes are forbidden. This is considered company intellectual property

I have read and agree to the terms and conditions.

Applicant Signature: _____ Date: _____