

Museum Shop: Local Artist Consignment Policy



Museum of East Texas

Consignment Policy

Consignment Terms

Artwork will be displayed in the Museum of East Texas's Museum Shop for up to 6 months. If an item remains unsold at the end of this period, it will be returned to the Artist/Consignee. Artists are responsible for picking up unsold work within 2 weeks of the consignment period ending. If unable to pick up unsold work, shipping fees will be the responsibility of the artist. Furthermore, the Artist agrees to present only high-quality merchandise to the Museum Shop and agrees to replace or remove any item that has been flawed or damaged by the Artist during the manufacturing process.

The Museum Shop will select no more than 6 unique pieces of art from the Artist at one time. For reproducible items (e.g., prints and books), we will start with 3–5 copies of each unique item.

The Museum Shop operates on a commission-based model, typically with an 80/20 percent split in favor of the Artist. Pricing, while ultimately decided by the Artist, should remain consistent with similar items in the shop. Sales will be processed through the Museum Shop's system. Artists will receive a monthly payment for sold items. The Museum Shop agrees to obtain the price set by the Artist per each item sold and will take no less than the purchase price for the consigned merchandise unless otherwise agreed upon in writing, by both parties.

Artists and their work may be featured in promotional materials, social media, or special events organized by the Museum of East Texas.

The Museum Shop maintains insurance for any theft or damage that may occur and agrees that while consigned merchandise is in their possession it will be covered by said insurance.

Artist Eligibility

Artists must be local to East Texas or have work on exhibition at the Museum of East Texas. Preference will be given to artists whose work aligns with the museum's mission,

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themes, or current exhibitions. Artists must own the rights to their work and confirm that there is no copyright infringement.

A selection committee comprised of designated staff will review submissions based on quality, originality, and suitability for the shop's vision. The Museum of East Texas reserves the right to determine how and where the artwork will be displayed.

Submission Requirements

Artists must submit high-resolution images, descriptions, and pricing information for their work on our website Gift Shop page. Submissions may include prints, paintings, ceramics, jewelry, textiles, sculpture, or other handcrafted items. All art should not exceed the overall size limit of 12x18x12 inches for display (unless otherwise agreed).

Artwork Criteria

2D Art Criteria:

- Must be framed, matted, or have finished edges.
- Created using high-quality materials.
- Must include secure hanging hardware or be display-ready.
- Limited edition prints or original works are preferred.

3D Art Criteria:

- Must be sturdy and well-crafted with a professional finish.
- Should have no sharp edges, loose components, or unstable bases.
- Suitable pieces include sculptures, ceramics, jewelry, and small functional art items.