



## Inspired Minds Art Center Gallery and Gift Shop Policies

### 1. Sales & Commission Split

Inspired Minds Art Center retains 40% of each sale, and the artist receives 60%. Inspired Minds Art Center will collect and remit to the State of Texas all sales tax on purchases made through the gallery or gift shop.

### Pay Periods and Policies Regarding Payments Due to Artists

- Artists are **required** to receive payment via direct deposit through our payroll processor, Gusto, due to past issues with lost checks.
- Upon acceptance into the gift shop or gallery, artists will receive an emailed invitation from Gusto to set up their account. This must be completed prior to the 25th of the month of acceptance.
- Pay periods run from the 26th of the previous month to the 25th of the current month (e.g., June 26 - July 25).
- Sales reports for the pay period will be created at the end of each month.
- Payments will follow this schedule:
  - Any artist payments exceeding \$50 in a month will be paid by the end of that month.
  - Any payments below \$50 will roll over to the following month and be paid out once the threshold is met.
  - All balances will be paid no later than the end of the current quarter (March 30, June 30, September 30, or December 31).
- Artists will receive a monthly sales report uploaded to the “Documents” section of their Gusto account.

### 2. Pricing & Discounts

- The artist sets the retail price, but Inspired Minds Art Center may suggest adjustments for marketability.
- Inspired Minds Art Center absorbs all offered discounts, and the artist will be paid based on the **pre-discounted** amount unless otherwise arranged.
- If an artist wishes to offer a specific discount, they may request this in advance.

### 3. Inventory & Display

- The artist is fully responsible for their own inventory.



- Inspired Minds Art Center is responsible for displaying and promoting items but retains full discretion over placement.
- Artists should check and rotate stock at least once every **three months** to maintain freshness and marketability.
- Inventory that remains unsold for **three months** may be subject to removal or exchange at the artist's expense.
- The artist is required to tag and price all merchandise left for sale at Inspired Minds Art Center.
  - The tags **MUST** display:
    - Artist's name (full or last)
    - Retail Price
  - Any merchandise left at Inspired Minds Art Center without proper tags will not be displayed. The artist will be contacted and required to tag all times prior to display.

#### **4. Damage, Theft, & Liability**

- Inspired Minds Art Center **does not carry fine art insurance** and does not individually insure any artwork onsite.
- Artists are encouraged to insure their work independently if concerned about loss.
- Inspired Minds Art Center has **security cameras** in the gallery and gift shop area, as well as at the front door, but does not guarantee prevention of theft or damage.

#### **5. Returns & Exchanges**

- **All sales are final.** No returns or exchanges are accepted.
- Since Inspired Minds Art Center does not ship items, all purchases are made in person, allowing customers to inspect items before buying.

#### **6. Promotion & Branding**

- Inspired Minds Art Center will credit the artist by name on display cards, website listings, social media, etc.
- Inspired Minds Art Center may use images of the artist's work for marketing purposes without additional permission.
- Artists are encouraged to cross-promote their work through their own channels.

#### **7. Exclusivity & Competition**



- Inspired Minds Art Center **does not require exclusivity**, and artists may sell their items at other locations if they choose.

## **8. Agreement Duration & Termination**

- The agreement is valid for **12 months** and will auto-renew unless written notice is provided.
- Either party may terminate the agreement with **30 days' written notice**.
- Unsold items must be collected within **60 days** after termination, or they become property of Inspired Minds Art Center.
- If shipping is required, the artist must arrange and pay for return shipment.
- Final payments will be issued within **30 days** of contract termination.

