

Stanly Arts Guild

2026 Excess Art Supply Sale

Seller Agreement

Event Dates: June 9th thru July 3rd, 2026

About this show: This sale is open to anyone that has extra art supplies on hand they need to get rid of.

Location and Hours: The sale will be set up in the sales area of the Stanly Arts Guild store, located at 152 W Main Street, Albemarle, NC. Current normal store hours apply: Tuesday thru Friday 12-4, & Saturday 10-4.

The volunteers of the Stanly Arts Guild that work in the store each day will handle sales for all sellers during the sale. The Stanly Arts Guild will also collect & remit state & county taxes for all sales.

Booth Sizes & Fees: Booth sizes will be 4'x2'. Sellers may request multiple booths and must designate if they need them together or prefer for them to be separate. Booth fees are listed below:

- Stanly Arts Guild members = \$0 for a 4'x2' booth
- Non-members = \$25 for a 4'x2' booth

All sellers will be responsible for providing their own tables/displays. Space is limited so sellers need to make sure their booth is no larger than the 4'x2' previously specified. Use of risers and elevation changes is encouraged to enhance the appearance of your display.

Artist's payment: The Guild will remit payment of all sales to each seller, less 15% commission for SAG members and 30% commission for non-members, by July 15th for June sales, by August 15th for July sales.

Inventory: The Guild will provide each vendor with inventory sheets and a vendor number, (unless the vendor already has an artist number). All items must be listed on inventory sheet(s) with the vendor number, the item number and price must be on all items in order to be placed into the SAG inventory for item barcodes. The Guild will provide price stickers with barcodes for Vendor Inventory Items. The size of the price stickers is: 1in x 2-5/8in (address label size). **An Inventory List may be brought to the Guild Store ahead of the Set Up Dates to expedite this process.** The Guild Store volunteers will handle all sales with barcoded items. The Guild Store will not be responsible to items listed for sale without SAG Barcodes. Guild members will be at the Guild store on set up days to assist each vendor with this process.

Set up Date and Time: Set up will be on the following dates/times:

- Saturday, June 6th – 10am–4pm
- Monday, June 7th - TBD
- Tuesday, June 9th – Prior to 12 pm

Please contact Tiffany Harwood to let her know what date/time you will be coming by to set up as the store is closed on Monday. She will arrange for you to be at the store for you to setup.

Break Down and Removal: Breakdown will be on Saturday, July 3rd, from 10am-4pm. Any items remaining in the Guild store after 2pm on Saturday, July 11th, 2026, will be considered property of the Stanly Arts Guild. **Make sure you, or someone you designate, removes your display by no later than Saturday, July 11th, 2026, at 2pm as another show will be opening Tuesday, June 14th, 2026.**

Guild Responsibilities:

- The Guild will provide space for your display in the most attractive manner possible while maintaining good visibility of your work for security reasons
- The Guild will handle all marketing for the show, including ads on Facebook & printed materials. The Guild will provide marketing materials to participating sellers for their distribution upon request
- The Guild will process all sales and will update your inventory records as sales occur

Vendor #: _____

- The Guild will collect and remit all state and local sales tax on all sales.

Seller Responsibilities:

- Sellers must complete & return an agreement & pay the booth rental fee no later than 4 pm, Tuesday, June 6th, 2026.
- Sellers must provide their own tables and/or display furniture. Table and/or furniture sizes need to conform to the specified booth size – 4'x2'.
- Sellers must have their booth set up by 12pm Tuesday, June 9th, unless other arrangements have been made.
- Sellers need to make sure all items for sale have removable barcoded tags..
- Sellers must make sure that all items on display are accurately listed on their inventory sheets & that their inventory has been appropriately barcoded. SAG is not responsible for the sale of non-barcoded items.
- Tiny or small items should be bagged or packaged in a way that keeps them from being scattered or mixed up with others, unless they are all the same price and buyers can mix & match as they wish. Bags must be supplied by the seller for customers to use if that is the case.
- Sellers are responsible for keeping their booth neat & organized throughout the sale. No items that are leaking or messy should be for sale. Use the rule – “If you wouldn’t buy it don’t try to sell it to anyone else.”

Stanly Arts Guild reserves the right to refuse or remove any items that may be considered inappropriate. While every care will be taken, Stanly Arts Guild and its volunteers cannot be held responsible for theft, breakage or damage to any items being sold in its store.

**Stanly Arts Guild: (704) 983-4278 to leave a voice message concerning the Excess Art Supply Sale
or email: stanlyartsguild19@gmail.com
Store Director: Tiffany Harwood**

Vendor #: _____

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Stanly Arts Guild & Gifts
152 W Main St., Albemarle, NC 28001
704-983-4278 / www.stanlyartsguild.com

Please complete this form and return with your payment to reserve your space by no later than 06/01/26.

Check one below:

Booth Fee: 4'x2' \$0 _____ SAG Members Only \$25 _____ Non-members

If your membership has not been renewed, or if you are a new member, please be sure to include a Stanly Arts Guild Membership Application Form, along with membership payment, with your Seller Agreement & rental fee.

Payment types accepted: Cash, Check or Credit Card

Checks should be made out to Stanly Arts Guild. Credit card payments may be made in person at the store.

- All items must be neat and clean, no leaking bottles or tubes. All tiny or small items must be bagged or packaged in a way that keeps them from being scattered or mixed up with others, unless they are all the same price and buyers can mix & match as they wish. Bags must be supplied by the seller for customers to use if that is the case.
- **Stanly Arts Guild will retain 15% commission on all Guild member sales and 30% commission on all non-member sales.**

Seller Name: _____

Mailing Address: _____

Phone: Mobile _____ **Home** _____

Email Address: _____

Brief description of types of items being sold: (Use back of page if more room is needed.)

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I have read the complete Stanly Arts Guild Seller Agreement and agree to abide by its content and requirements.

Signature of Seller _____ Date _____

SAG Use: QB Setup _____ Sq Setup _____