

Retail Donation Program Terms & Conditions

Sauder Village is pleased to have the opportunity to stock your original work through our retail donation program. This program is an agreement between you, the artist/author, and Sauder Village to offer your original items for sale in Sauder Village retail areas with all proceeds being used to support the Sauder Village mission. By taking part in this program, you agree to abide by the following guidelines in this agreement.

Selection

Offers of items for the retail donation program shall be evaluated and selected based on the following criteria:

- Product quality
- Reflection of the Mission of Sauder Village. “We foster a unique environment that explores the past, engages the senses, and inspires wonder.”
- Thematic connections to exhibits, programs and/or collections
- Local/regional connections
- Support of the Sauder Village effort to encourage the growth and preservation of traditional crafts and trades
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Conflicts of Interest

It shall be the policy of Sauder Village to not accept the retail donation of artwork or objects closely related to the Sauder Village Collections or the in-house products of Sauder Village crafts people.

Pricing

Artists are asked to suggest a price range for their objects but the final price shall be determined by Sauder Village and may be changed as conditions warrant.

Inventory

When the artist has a new supply of previously approved items to add to the retail donation program, an inventory sheet for each item (or type of item) will be filled out. This may be a simple typed list prepared by the artist that must include artist contact information, description of item, quantity, and suggested sale price. The artist will make an appointment with the Sauder Village Retail Manager to bring the items along with the inventory sheet(s) to the Village.

If the artist wishes to have a new type of item approved, an inventory sheet with a detailed description and picture of the item must be submitted to the Sauder Village Retail Manager for approval. Sauder Village reserves the right to reject any pieces offered into the inventory. All retail donation sheets will be signed by the artist and the receiving Sauder Village staff member. A copy shall be retained by Sauder Village.

December 2023

The artist is responsible for all freight and shipping charges on items sent to Sauder Village for this program.

Duration

Retail Donation items become the property of Sauder Village. Sauder Village reserves the right to remove retail donation items from display if they do not sell after one year. If that occurs, Sauder Village may choose to store or dispose of the items, put them into a “clearance” sale or donate them to another entity.

Display and Marketing

Sauder Village retains the right to obtain and use images of all retail donation items for the purpose of advertising and promotions. All items submitted for display shall adhere to the policies of Sauder Village. Sauder Village reserves the right to not accept proposed inventory and maintains sole control over the display, placement, lighting, and signage.

All items must have an artist-provided tag with pertinent information about the materials used, and about care of the item, as appropriate. The artist may choose to include their name on this tag.

All items that are to be displayed by hanging against a wall need to be properly prepared to safely adhere to the Sauder Village hanging system. All unframed matted works shall be protected by a plastic sleeve to prevent soil or damage. All cards must be in a cellophane sleeve to prevent soil or damage.