

ShopColumbia Checklist for New Artists

The following check-list was created to walk you through the process of becoming a new seller at ShopColumbia.

Name: _____

Oasis ID: _____

Email Address: _____

Phone: _____

Are you a student? or alumni?

I, _____, agree to the process of submitting work to ShopColumbia.

(Artist Signature)

Submission Process:

- Submit artist statement or biography. **No work will be reviewed by ShopColumbia Review Committee unless an artist statement or biography is submitted.**
- The following Items have been submitted for review by the ShopColumbia Review Committee.

Date: _____

Received by: _____

If submissions are not accepted by ShopColumbia, artists will be notified to pick up submissions within 30 days. After 30 days, ShopColumbia is not responsible for subsequent loss or damage. Sale price is the amount that the work is sold for in the store. Artist Price is the amount that the artist receives, Sale price - ShopColumbia consignment fee of 25% (student) or 40% (alumni.)

Description	Proposed artist price	Proposed sale price	Quantity available for sale
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

ShopColumbia Review Committee Decisions:

- The ShopColumbia Review Committee accepted the following work: _____
- The ShopColumbia Review Committee conditionally accepted the following work on the following conditions: _____
- The ShopColumbia Review Committee did not accept the following work for inclusion in ShopColumbia _____

Work returned on the date: _____ by ShopColumbia Representative: _____

Next Steps:

- Bring more inventory
- Complete current consignment form
- Complete W-9, tax form

Thank you for submitting your work to ShopColumbia.