



# Forest Heritage Center Art Sales Policy 2025

## Purpose

This document outlines the updated process and guidelines for handling art sales during gallery events at the Forest Heritage Center (FHC). These guidelines ensure seamless transactions, proper discounts for members, and fair practices for artists and buyers.

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## 1. Overview of Art Sales Process

The Forest Heritage Center will act as the intermediary for all art sales conducted during gallery events. This ensures transparency, proper application of member benefits, and a consistent experience for both buyers and sellers.

### Key Objectives:

- Facilitate smooth transactions.
  - Ensure members receive applicable discounts.
  - Manage collection and disbursement of funds.
  - Coordinate shipping logistics when required.
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## 2. Sales Workflow

### 2.1 For Buyers

1. **Art Display:** All displayed artwork will have clear labels indicating the price, artist, and medium.
2. **Purchase Process:** Buyers must:
  - Visit the designated FHC Director desk to initiate a purchase.
  - Complete payment through the museum's approved payment system (Cash or Check- make checks Payable to Forest Heritage Center).
3. **Member Discount:**
  - Active FHC members receive a discount on purchases (e.g., 10%) based on tiers of membership.
  - Membership status **will be verified** at the time of purchase.
4. **Shipping Option:**
  - Buyers can opt for **scheduled** pickup or **shipping**. Shipping costs will be calculated and added to the total.



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## 2.2 For Artists

1. **Submission Agreement:**
    - Artists must sign an agreement acknowledging the FHC's role in processing sales, applying member discounts, and handling funds.
  2. **Payment to Artists:**
    - **Please note:** Buyer's price will inflate to mirror this discount % (which is covered by the member's membership).
  3. **Shipping Charges:**
    - Artists are not responsible for shipping costs if their piece requires shipment to the buyer. These costs will be added to the final invoice to buyer.
  4. **Artwork Collection:**
    - If a buyer does not pay their invoice within 30 days, the sale is considered null and the artist will need to arrange pick up of piece(s).
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## 3. Roles and Responsibilities

### 3.1 Museum Representatives

- Facilitate all transactions and ensure proper handling of funds.
- Maintain accurate sales records, including member discounts.
- Communicate with buyers about pickup/shipping options and fees.
- Coordinate shipping with artists and buyers.

### 3.2 Artists

- Provide clear pricing and shipping requirements for their artwork.
- Respond promptly to museum requests for shipment or additional details.

### 3.3 Buyers

- Ensure payment is completed at the museum's Director desk.
  - Verify membership status to receive applicable discounts.
  - Arrange for artwork pickup or shipping as needed.
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## 4. Financial Policies

### 4.1 Payment Processing

- All payments will be processed through the FHC payment system.
- A receipt will be issued to the buyer, detailing the sale price, any applicable discount, and shipping fees (if applicable).

### 4.2 Shipping Fees

- Buyers will pay shipping fees upfront at the time of purchase.
  - Shipping fees will be calculated based on size, weight, and destination.
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## 5. Member Discount Policy

### 5.1 Eligibility

- Active FHC members receive a discount (e.g., 10%) on all art purchases.
- Membership must be verified by showing a valid membership card or confirming status in the FHC membership database.

### 5.2 Discount Limitations

- Discounts apply only to the artwork price, not to shipping fees.
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## 6. Documentation and Record-Keeping

- A sales log will be maintained for every gallery event, recording:
    - Buyer name and contact information.
    - Artist name.
    - Artwork title and price.
    - Member discount (if applied).
    - Shipping fee (if applicable).
    - Total amount paid.
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## 7. Implementation Timeline

- The updated process will take effect on January 1<sup>st</sup> of 2025.
  - All artists participating in upcoming gallery events will be required to adhere to the new policies.
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# Forest Heritage Center Art Sales Policy 2025

## Submission Agreement for Artists

### Artist Submission Agreement

This agreement is entered into between the Forest Heritage Center ("FHC") and the undersigned artist ("Artist") for participation in gallery events at FHC. By signing this agreement, the Artist agrees to the following terms and conditions:

**1. Artwork Submission**

- The Artist will submit artwork for display and/or sale at FHC gallery events.
- The Artist acknowledges that FHC will act as an intermediary for all sales and will process transactions on behalf of the Artist.

**2. Member Discount Policy**

- The Artist agrees that FHC members may receive a discount on artwork purchases, with the discount percentage absorbed by the membership program.
- The Buyer's price will reflect the discount percentage without impacting the Artist's proceeds.

**3. Payment to Artists**

- FHC will remit payment to the Artist upon receipt of payment from the buyer and closure of the gallery.

**4. Shipping Policy**

- The Artist will not be responsible for shipping costs if a piece requires shipment to the buyer. These fees will be added to the buyer's invoice.

**5. Unpaid Invoices**

- If a buyer's invoice is not paid within 30 days, the sale is considered null, and the Artist must arrange for the retrieval of the artwork.

**6. Liability**

- FHC is not responsible for loss or damage to artwork during the gallery event. Artists are encouraged to insure their pieces.

By signing below, the Artist agrees to these terms:

**Artist Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Received by:** \_\_\_\_\_



# Forest Heritage Center Art Sales Policy 2025

## Artist Consent and Understanding of Sales

### Acknowledgment of Sales Terms

I, the undersigned Artist, understand and agree to the following terms regarding art sales conducted during Forest Heritage Center gallery events:

1. **Role of FHC**
  - FHC will process all sales, apply applicable member discounts, and handle funds on my behalf.
2. **Payment Timeline**
  - Payment for sold artwork will be issued upon receipt of buyer payment and closure of the gallery.
3. **Shipping**
  - Shipping fees will be charged to the buyer, and I am not responsible for these costs.
4. **Unsold Artwork**
  - In cases of unpaid invoices or unsold pieces, I will arrange for the collection of my artwork as instructed by FHC.
5. **Member Discounts**
  - I acknowledge that member discounts apply to sales, and the buyer's price will reflect this adjustment without affecting my proceeds.

By signing below, I confirm my understanding and acceptance of these sales policies:

**Artist Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Received by:** \_\_\_\_\_



# Forest Heritage Center Art Sales Policy 2025

## Buyer's Agreement to Sales

### Terms and Conditions for Buyers

This agreement is between the Forest Heritage Center ("FHC") and the undersigned buyer ("Buyer"). By purchasing artwork during FHC gallery events, the Buyer agrees to the following terms:

1. **Purchase Process**
  - All payments must be completed at the designated FHC Director desk.
  - Payments can be made via cash or check (payable to Forest Heritage Center).
2. **Member Discounts**
  - Active FHC members may receive discounts on artwork purchases, which will be verified at the time of payment.
  - Discounts apply to artwork prices only and do not cover shipping fees.
3. **Shipping and Pickup**
  - Buyers may opt for scheduled pickup or shipping. Shipping costs will be calculated based on the size, weight, and destination and will be added to the total amount due.
4. **Final Sale**
  - All sales are final. No refunds or exchanges will be permitted once the transaction is complete.
5. **Unpaid Invoices**
  - If payment is not completed within 30 days, the sale will be considered null, and the artwork will return to the Artist.

By signing below, the Buyer agrees to these terms:

**Artist Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Received by:** \_\_\_\_\_