



Legacies 2021
The 39th International Lettering Arts Conference
July 3-10, 2021
www.calligraphyconference.org

Scribe Store Manager
Suzanne Bartels
scribestore@calligraphyconference.org

MARK YOUR CALENDAR

Scribe Store CONSIGNOR INFORMATION

We are delighted that you have chosen to be a consignor at Legacies III. The enclosed pages should give you the information necessary for submitting your work. Please read the information thoroughly and follow the instructions carefully.

The Scribe Store will be open online through midnight Saturday, July 17, 2021. The Scribe Store will be advertised to conference participants and to the general public. Customers will be able to make purchases with PayPal or credit cards.

Sales tax collection and shipping costs are the consignor's responsibility. Price your merchandise accordingly.

Legacies III receives 25% commission on all items sold for consignors. Price your merchandise accordingly. Consignor checks will be issued upon verification that customer has received all merchandise.

Tracking numbers for shipped merchandise should be submitted to scribestore@calligraphyconference.org

In this pdf, you will find:

- These instructions
- Consignor agreement

We ask all Legacies III participants to refrain from selling outside the Scribe Store venue to be fair to Scribe Store consignors. Thank you for your participation and cooperation in making the Scribe Store a successful operation.

BY JUNE 25, 2021:

Complete the Consignor Details form at <https://forms.gle/qUMFaEhu75yKQfGa7>

List every single item as a separate entry on the form, including up to five photos.

**CONSIGNOR MERCHANDISE WILL BE
POSTED ONLINE July 3, 2021**

CODING INVENTORY	<p>Assign each item with the following coding system: Use up to the first five letters of Consignor's last name followed by 01, 02, etc. Example: JOHAN-01 or LI-01.</p>
PREPARING INVENTORY	<ul style="list-style-type: none"> • Orders must be shipped to the customer within three (3) days. For custom orders requiring more time, please indicate in item description. • Submit tracking numbers for each package shipped at this link: https://forms.gle/xMS2DyFoBaWhVmMYA
PRICING INVENTORY	<p>Pricing considerations:</p> <ol style="list-style-type: none"> 1. Cost of item. 2. Sales tax in your area. 3. Shipping costs. Include "Shipping outside the contiguous USA may be extra. Please contact seller for a firm price." 4. Legacies III 25% commission.
PACKING AND SHIPPING	<ul style="list-style-type: none"> • Please ship via UPS, Federal Express, or U.S. Postal Service with Priority Mail and tracking information. <p>Ensure that your package arrives safely and on time with these packaging guidelines and procedures.</p> <ul style="list-style-type: none"> • Use a rigid box with flaps intact. • Remove any labels, hazardous materials indicators, and other previous shipment markings on the box that are no longer applicable. • Wrap all items separately. • Use adequate cushioning material. • Use strong tape designed for shipping. • Do not use string or paper over-wrap. • Use a single address label that has clear, complete delivery and return information and clearly mark with "Legacies III". • Place a duplicate address label inside the package.

Legacies III Scribe Store CONSIGNOR TERMS & CONDITIONS

In consideration for the opportunity to participate in and profit from the Legacies III Scribe Store sponsored by Texas Lettering Arts Council (TXLAC), a 501(c)(3) non-profit organization based in the state of Texas and the Consignor agrees to the following terms and conditions:

1. Consignor agrees to hold harmless and make no claim against Legacies III Scribe Store, Texas Lettering Arts Council (TXLAC), the employees of Constant Contact, any volunteer or paid participants in TXLAC, or the insurer of the TXLAC, for the damage, theft, or loss of shipped items consigned through the Legacies III Scribe Store.
2. Consignors shall receive 75% of the sales price all consigned items sold. The remaining 25% of sales proceeds shall be donated to TXLAC.
3. Consignor agrees to complete and submit the Consignor Inventory form online at <https://forms.gle/qUMFaEhu75yKQfGa7> by June 25, 2021.
4. Consignor must be the sole owner of the copyright of any image submitted.
5. Consignor agrees to provide accurate descriptions of the work for sale.
6. Consignor agrees that no claims will be made against TXLAC for any discrepancies involving the details of items placed in the online store.
7. Consignor agrees to cash check(s) issued as proceeds from the Scribe Store Sale within 60 days.
8. Consignor understands payment shall be issued upon customer's receipt and satisfaction of merchandise verified via the tracking number.
9. Consignor shall submit the shipping carrier and tracking number for each item sold via the [Package Tracking Form](#).
10. In the event a customer is not happy with their purchase, Consignor agrees to:
 - a) Replace the item at Consignors expense.
 - b) Notify the Scribe Store Manager via email to arrange a refund.
 - c) Excessive returns shall incur a 1.5% penalty payable to TXLAC.
11. Online submission of any merchandise infers agreement to the above terms and conditions.

