

**VENTURA COUNTY POTTERS' GUILD - ONLINE STORE MEMBER CONTRACT**  
1567 Spinnaker Drive, Suite 105, Ventura, CA 93001

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Print Your Name

Signature

Date

1. I certify that all my artwork displayed at and/or sold through the VCPG is original and not copied from others.
2. I will endeavor to maintain the quality and type of work that was accepted by the VCPG Jury.
3. I have received and read the Ventura County Potters' Guild "Guidelines for Shows and Sales" and the "Bylaws of Ventura County Potters' Guild" and agree to abide by all that are applicable to the Online Store. I have also received, read and agree to abide by the "Online Store Guidelines".
4. I agree that a monthly commission will be collected on all sales, as approved by the VCPG Board of Directors.
5. I agree that the gallery committee shall designate a person(s) to oversee and revise as necessary all postings in order to provide a cohesive look to the Online Store.
6. I agree that inventory for the online store will consist of items that are not included in my inventory for the Gallery and that are not included as inventory for sale in another location – physical or virtual.
7. I understand that my items will not be posted until a completed Item Submission Form and photographs of acceptable quality are received by the Online Store Manager. I understand that I will be able to post a limited number of unique items on the website at any point in time, as outlined in the "Online Store Guidelines".
8. I understand that fulfillment methods include In Store Pickup and/or Shipping. My Base Price for In Store Pickup and my Shipping rates include all my shipping, packing and transport costs.
9. I agree that I will ship my pieces within 3 business days and/or I will deliver my pieces to the Ventura Pottery Gallery within 3 business days of notification of purchase and notify the Online Store Manager via email when delivered/shipped. If personal circumstances prevent me from meeting these deadlines I will notify the Online Store Manager to temporarily remove my pieces from the website.
10. I agree that all sales are final, but if my work is damaged in shipping or the customer has an issue, I will work directly with the customer to resolve the issue in a timely basis, and notify the Online Store Manager when resolved.
11. I release VCPG and the Ventura Port District (Ventura Harbor Village) from liability regarding damage or theft of my work and any liability due to bodily injury or illness.
12. I will ensure that the IRS Form W-9 is up to date with current name and address. Gallery payments from sales will not be processed until up-to-date forms are given to the VCPG Treasurer or VCPG Gallery Bookkeeper.
13. My signature grants permission to photograph submitted work for educational, publicity, and fund-raising purposes.
14. The VCPG Membership Chairperson is the official keeper of the information for the organization and the gallery. I will ensure any changes to my email address, mailing address, or telephone number is up to date with the Membership Chairperson.
15. I understand that failure to comply with any of the above may result in removal of my work from the Online Store.

7/15/20