



Glencoe Mansion, Museum and Gallery Policies and Procedures

The Glencoe Mansion, Museum and Gallery is operated by the Radford Heritage Foundation, whose goal is to preserve and promote the history and culture of the City of Radford and the surrounding region. Both Glencoe Mansion Gift Shop and Glencoe Mansion Gallery work in unison to stimulate economic growth while promoting and showcasing local artistic entrepreneurship.

Glencoe Mansion, Museum and Gallery provides visitors with a 3-in-1 museum experience, featuring the Historic Residence, Historic Exhibits and an Art Gallery and Gift Shop. All of this is housed within the historic Glencoe Mansion, which was constructed in 1875. The structure is three floors in height, with all levels open to the public. The Art Gallery and Gift Shop are located within the historical residence and rooms are divided as such, which provides a spacious but unconventional gallery space.

Glencoe Mansion Gift Shop

Located directly within Glencoe Mansion, Museum and Gallery, Glencoe Mansion Gift Shop specializes in carrying a variety of hand-crafted pieces, works of local authors, historical and regional content, select antiques, and other souvenir type items. The Glencoe Mansion Gift Shop accepts consignment items of original and unique works from artists, designers, authors, and craftspeople.

Gift Shop Artists, also referred to as the Consigner, are required to fill out a Consigner Application, which will be reviewed and approved by the Gift Shop and Gallery Committee. Please visit www.glencoemansion.org or contact arts@glencoemansion.org for more information.

Glencoe Mansion Gallery

Working in conjunction with the Glencoe Mansion Gift Shop, Glencoe Mansion Gallery is located within the Gift Shop and through the main entrance of Glencoe Mansion. The Glencoe Mansion Gallery has rotating exhibitions that showcase local and regional fine artists, printmakers, photographers, and other creatives.

Artists interested in featuring their work at Glencoe Mansion Gallery will be reviewed and approved by the Gift Shop and Gallery Committee. Please visit www.glencoemansion.org or contact arts@glencoemansion.org for more information.

Donations to Glencoe Mansion, Museum, and Gallery

The Glencoe Mansion Gift Shop accepts donations of antique, vintage, and historical items on an individual basis.

Please contact info@glencoemansion.org for more information.

Gift Shop and Gallery Committee

The Gift Shop and Gallery Committee oversees all items that are accepted into both the Glencoe Mansion Gift Shop and Gallery. Factors that are taken into consideration when accepting items are: item quality, uniqueness, display availability, and price suitability. The Consigners must fill out any appropriate applications prior to acceptance and abide to all guidelines and policies.

Commission, Membership, and Payments to the Artist

All work accepted into Glencoe Mansion Gift Shop and Gallery must be for sale, with prices set by the artist. If applicable, artists may be asked to complete a W-9 form.

Glencoe Mansion Gift Shop:

- *Radford Heritage Foundation Member consignment rate: 70% of sale goes to artist with 30% to Radford Heritage Foundation*
- *Non-Radford Heritage Foundation Member consignment rate: 65% of sale goes to artist with 35% to Radford Heritage Foundation*

Payments to be made quarterly; artists are paid by check

Glencoe Mansion Gallery:

- *Artists receive 75% of sale, while Radford Heritage Foundation retains 25% commission*

Payments to be made within two weeks after the conclusion of exhibit; artists are paid by check

To become a Radford Heritage Foundation Member, please contact info@glencoemansion.org

Acceptance, Delivery, and Display of Work

The Consigner must deliver/pick up their items and bring their work in a suitable condition for display, priced and packaged. Museum staff will be responsible for displaying all consignment items within the Gift Shop. Please refer to the following guidelines:

- Consignment items MUST be properly priced and labeled: Price tags MUST be secure and include item's sale price and the three-letter initials assigned to you by the Gift Shop and Gallery Committee. (Descriptions or codes for personal reference are allowed.)
- Prints, notecards, and greeting cards must be cleanly packaged. Well fitted, clear plastic sleeves are preferred; non-plastic alternatives may be used.
- Upon prior approval, artists are permitted to bring displays for the work.
- Gallery artists MUST have work securely ready to hang with picture wire. All work must be labeled in a fashion to identify each individual work, including: artists name, title of artwork, medium, and price. Glencoe Mansion will provide display tags with this provided information.

Consigning artists may rotate, refresh, or restock inventory; seasonal and holiday items are encouraged. Glencoe Mansion Gift Shop or the consigning artists may terminate their agreement, at any time for any reason, with reasonable notice. Artists must sign a Release of Good Form and retrieve their goods in a timely manner; items left beyond one hundred twenty (120) days will become property of Radford Heritage Foundation.

Arrangements for delivery and pick up must be made in advance: drop in delivery or pick up is not permitted.

Publicity

It is understood that Radford Heritage Foundation may photograph work in the gift shop setting for social and promotional media for publicity purposes. Radford Heritage Foundation will not duplicate, resell, or use any original artwork or digital art files without prior permission. Glencoe Mansion Gallery will use images of the featured artists' work as promotional material, with credit to the artist given.

Loss or Damage Liability

Radford Heritage Foundation uses best practices for the security and handling of items within both the Gift Shop and Gallery. The Consigner retains responsibility for any and all loss or damage for consigned objects and may elect to hold their own property insurance. This consignment agreement shall constitute a release of Radford Heritage Foundation from any liability in connection with the consigned property and is not liable for any recovery in damage or loss in relation to consigned objects. Radford Heritage Foundation can accept no responsibility for error or deficiency in information furnished to the Consigner's insurance or lapse in coverage. By signing agreements with Radford Heritage Foundation regarding Glencoe Mansion Gift Shop and/or Gallery, the Consigner agrees to these terms.