

STUDIO V
POLICIES AND PROCEDURES

Mission:

1. Provide a venue for Harper Fashion Design, Merchandising, and Entrepreneurial students to expand and enhance classroom experience.
2. Provide a venue for Fashion Design and Entrepreneurial students to test their product in various market research activities and sell the products of their craft.
3. Provide service as an incubator, to nurture new entrepreneurs within the community served by Harper College, and connect them with the Small Business Development Center to encourage development of skills needed to operate a small business.
4. Provide a venue for Harper Fashion Design, Merchandising, and Entrepreneurial students to expand and enhance classroom experience.
5. Provide a venue for Fashion Design and Entrepreneurial students to test their product in various market research activities and sell the products of their craft.
6. Provide service as an incubator, to nurture new entrepreneurs within the community served by Harper College, to encourage development of skills needed to operate a small business.

CONDITIONS OF MEMBERSHIP

Memberships are non-transferrable. Annual fees are non-refundable and nontransferable. As a member of Studio V, you are agreeing to follow Studio V and Harper College policies and procedures. Annual membership renewal is due by August 15th of each year. Membership is not pro-rated.

Membership only

1. A member is identified as being a Harper Student taking credit courses, a Harper Faculty or Staff member, or a community member who has paid an annual membership fee.
2. Those wishing to become members should call 847.925.6300 and give the staff the CRN. They can pay by credit/debit or electronic check. The fee is set at \$35

As a Member

- Members pay annual membership fee of \$35.00
- You own your items
- You set your own prices
- Consignment fee is 20%

Membership Benefits

- Business visibility
- Website listing featuring work and biography

- Networking and critique
- Discounted fees to Studio V Workshop

Criteria for product selection:

1. This is juried by a panel of both Instructor and students. The process provides the students experience in the critique process and develops skill in assessment of quality.
2. Areas considered:
 - a. quality and uniqueness of product
 - b. handmade
 - c. priced with consideration to workmanship, materials and design.

**APPLICATION FOR MEMBERSHIP
STUDIO V OF HARPER COLLEGE**

William Rainey Harper College, 1200 W. Algonquin Rd., Palatine, Il 60067
manderso@harpercollege.edu 847- 925-6788

NAME _____

ADDRESS _____

Street

City

State

Zip code

Email address _____

Home Phone _____ Cell Phone _____

Would you like more information on volunteering or teaching workshops? _____

How did you hear about Studio V _____

To enroll in membership, come to Studio V, located in Building J

Must be a minimum of 18 yrs. old to be a member.

Office Use only

Method of Monthly Payment: Payment is made to Harper through Automatic Withdrawal

Initial payment : credit card _____ electronic check _____ Waiver _____

Credit Card or Check

Number _____

I HAVE READ, UNDERSTAND, AND AGREE TO ALL THE TERMS AND CONDITIONS OF THE CONSIGNMENT AND TO THE INFORMATION ON THE BACK OF THIS FORM. I FURTHER EXPRESSLY AGREE THAT THE ASSUMPTION OF RISK, RELEASE, WAIVER AND INDEMNITY AGREEMENT IS INTENDED TO BE AS BROAD AND INCLUSIVE AS IS PERMITTED BY THE LAW OF THE STATE OF ILLINOIS AND IF ANY PORTION THEREOF IS HELD INVALID, IT IS AGREED THAT THE BALANCE SHALL, NOTWITHSTANDING, CONTINUE IN FULL LEGAL FORCE AND EFFECT. I ALSO UNDERSTAND AND AGREE THAT IF THE MEMBERSHIP IS INTERRUPTED FOR ANY REASON THESE AGREEMENTS WILL REMAIN IN EFFECT DURING THE PERIOD OF INTERRUPTION AS WELL AS AFTER THE MEMBERSHIP IS REINSTATED.

PHOTO WAIVER

I understand that photos of me may be taken by Studio V on occasion and I hereby grant permission for my name and likeness to be used for any legitimate purpose in any media now or hereafter developed by Studio V.

SIGNATURE _____ DATE _____
(APPLICANT)

Consignment Agreement

WHEREFORE, _____, owner and Consignor of certain items more particularly described hereinafter and **Harper College** as owner and operator of **Studio V (“Studio V”)**, Consignee, for good and valuable consideration set forth in this Consignment Agreement, do agree to the following:

1. **Ownership.** Consignor agrees that the items being sold are owned by Consignor and that Consignor has full rights to sell and transfer the property. The parties agree that title to the consignment shall remain in Consignor until such consignment is sold in severable parts or in whole by **Studio V**.

2. **Description of Consignment.** Consignor agrees to deliver and **Studio V** agrees to accept for the purpose of sale on the terms and conditions hereinafter recited in this Agreement, the following described (property, equipment, items): _____ refer to inventory form.

When additional property is brought in for consignment a new inventory form will be completed and signed by both parties and will be incorporated into this Agreement. **Studio V** reserves the right to reject any property and property under recall will not be accepted. Consignor states and agrees that the description(s) of the consigned (property, equipment, items) is/are true and correct to the best of Consignor’s knowledge and belief and further, that no undisclosed defects in such consignment are known to Consignor. _____ (initial)

3. **(Non-Exclusivity) of Agreement.** **Studio V** shall have the exclusive right to market and sell the (property, equipment, items) described hereinabove at the **Studio V** location. Consignor shall have the right to sell the (property, equipment, items) described hereinabove for his own account, but **Studio V** shall be entitled to payment for any property sold at the **Studio V** location.

4. **Price.** The offering price(s) (is/are) to be determined by Consignor. **Studio V** agrees to inform Consignor of bona fide offers to purchase the consigned (property, equipment, items) for prices less than the asking price set by Consignor. Consignor reserves the exclusive right to accept a price less than the offering price.

5. **Time of Payment(s) to Consignor.** Consignor agrees that **Studio V** shall require and receive full payment on the sale of the consigned (property, equipment, items) prior to any obligation of **Studio V** to remit payment to Consignor for the same. Upon receiving full payment for such

sale, **Studio V** shall remit, in United States currency or a check drawn on a United States bank, the amount due to Consignor under this Agreement no later than 30 day after sale.

6. **Amount(s) of Payment(s) to Consignor.** The Consignor and Studio V agree than an amount of 80% of the selling price as set and agreed to by Consignor shall be due and payable to Consignor upon the sale of the (property, equipment, items) subject to this Agreement. **Studio V** shall provide a monthly written statement listing all sales made of the items subject to this Agreement including the dates of such sales, the total amount(s) received and the commission due to Consignee.

7. **Consignment of unsold items.** Consignor's product will remain active for 90 days. Any items remaining unsold after 90 days will be returned to Consignor, at Consignor's expense, unless the parties make mutually acceptable arrangements for Consignor to retrieve the property. New product may be introduced at any time. Any items unsold after 90 days will need to be picked up by the consignor within 14 days from being notified. Studio V will not be responsible for this merchandise after 14 days.

8. **Operation of Consignee's Business.** **Studio V** shall have the exclusive right to determine the business operation and management of its premises, including making all determinations about hours of operation and how products will be displayed and marketed.

9. **Advertising.** **Studio V** may use Consignor's name or other identifying information in the advertising, promotion and sale of the consigned (property, equipment, items).

10. **Construction.** This Agreement shall be construed and governed according to the laws of the State of Illinois.

11. **Risk of Loss.** While the goods are in **Studio V's** possession, **Studio V** will bear the risk of damage to or loss of goods. If the goods are damaged or lost, the goods will be treated as having been sold and **Studio V's** sole responsibility will be to pay Consignor according to the terms of this Agreement.

12. **Termination of Agreement.** At any time and for any reason, **Studio V** may terminate this Agreement. Upon termination, **Studio V** shall return to Consignor all of the property which is the subject of this Agreement or make said property reasonably available for retrieval by Consignor, at the option of **Studio V**. Any property not picked up within 14 days after termination may be disposed of by **Studio V**, unless other arrangements are made between the parties for disposition of the property. Consignor may terminate this Agreement at any time and for any reason by notifying **Studio V** and either retrieving its property or paying **Studio V** in advance the expense of return delivery of unsold property.

13. **Assignment and Modification.** This Agreement may not be assigned. This Agreement may only be modified in writing signed by both parties.

AGREED AND EXECUTED, this the _____ day of _____ ,
20_____ .

Consignee **Studio V**

Consignor
Name _____ Business _____

Address: _____

City _____ State _____ Zipcode _____

Phone _____ email _____

Please Circle: **STUDENT** **STAFF** **COMMUNITY MEMBER**

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