



THE 34TH INTERNATIONAL CALLIGRAPHY CONFERENCE  
SONOMA STATE UNIVERSITY JULY 25 TO AUGUST 1, 2015  
MARCIA FRIEDMAN | MELISSA TITONE | CO-DIRECTORS

## Scribe Store: Consignor Information

We are delighted that you have chosen to be a consignor at The Passionate Pen. This document will 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 from 11:30 am to 10:00 pm (except during class hours) Saturday, July 25 through Thursday, July 30, 2015. The Scribe Store will be advertised to conference participants and the general public. Customers will be able to make purchases with cash, credit or debit cards and PayPal.

*We ask all The Passionate Pen participants to refrain from selling outside the Scribe Store venue so as to be fair to Scribe Store consignors.*

Thank you for your participation and cooperation in making the Scribe Store a successful operation.

The Passionate Pen will collect California State and local sales tax and retain a 25% commission on all items sold for consignors. An additional 5% commission will be taken if the Scribe Store repacks and ships unsold merchandise back to the consignor. Price your merchandise accordingly.

In this packet you will find:

- These instructions
- Inventory Form
- Consignor Terms and Conditions
- Shipping Labels to print off on your printer

You will receive your consigner code after we process your application.

### Mark your calendar

By May 15, 2015

- email Scribe Store Application Form

By July 1, 2015

- Complete an advance copy of the Scribe Store Inventory form and email it to Kris Nevius and Dean Robino at [scribestore@thepassionatepen.org](mailto:scribestore@thepassionatepen.org).

Merchandise received by July 21, 2015

- Prepare and label your inventory.
- Prepare identity cards.
- Pack and ship inventory and forms (Inventory Form, Consigner Terms and Conditions) to arrive at the Conference storage facility no earlier than July 13 and no later than July 21.)

All inventory must be received by July 21. This allows the volunteers time to inventory, set up and display your merchandise properly so that when the Scribe Store opens for business on Saturday, shoppers have a full selection. Your shipment must be sent to arrive no earlier than July 13.

### Scribe Store forms to be included with your shipment

#### Inventory Forms

Complete, sign and email the Inventory form by July 1. Also include two copies in your package. A sample is attached. If you have questions, contact Dean and Kris at [scribestore@thepassionatepen.org](mailto:scribestore@thepassionatepen.org).

#### Identity Cards

The Consignor Identity Cards will be placed next to your merchandise so all shoppers will know whose merchandise they are buying. Please design a small card no larger than 4x6 inches to go next to your merchandise.

#### Consigner Terms and Conditions

Sign and date the Consigner Terms and Conditions form.



## Preparing inventory

### Prepare Your Inventory

- Artwork may be sent with or without matting, wrapped in acetate or shrink wrapped. We recommend a protective covering on all items as they may be handled frequently.
- Posters may be sent rolled or flat.
- Fragile or breakable items will be accepted at the consignor's risk.
- Presort any clothing or fabric items and bundle by size.
- If you have any special display fixtures, racks, spinners, trays, etc., please ship them with your merchandise and describe them on the Inventory Form. Please include setup instructions if not readily apparent.
- Please let us know in advance if you will require electricity.
- Items for display only should be clearly marked "For Display Only." Please indicate whether we are allowed to sell this item, if it is the last in the batch, for example.

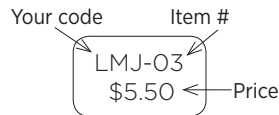
### Label Your Inventory

Every item you consign to us *must* have a label with the following information:

- Code \_\_\_\_\_ (This is your *assigned* code)  
Item # (e.g. 01, 02: left column of inventory sheet)
- Price (e.g. \$5.50)

You may use your own labels, or if applicable, write directly on the item in pencil. Affix a label or write on the item in the upper right corner, front or back. In the case of special objects or materials, pin, tape or otherwise securely affix labeling. This is very important for you to be credited with the sale and receive your money post conference.

### Sample label



## Packing & shipping

Please package carefully and mark "Fragile" if applicable.

- Inventory must be shipped to *arrive no earlier* than July 13 and *no later* than July 21. Merchandise arriving early will not be accepted. *Merchandise arriving late will be displayed on a space available basis only.* Merchandise must be packed in reusable boxes.
- Please ship with tracking information in case of non-receipt. Insurance is at your discretion.
- The outside of each box must be clearly marked with your code and box number, (e.g. LMJ Box 1 of 2).
- 2 shipping labels are enclosed in this packet for your convenience. You may photocopy as many as you need. Affix to each package with clear shipping tape.
- Please ensure the following is in Box #1: 2 copies of the completed inventory form, Consignor Identity Card, and clearly labeled "Display Only" merchandise.

## Merchandise shipping address

The Passionate Pen  
Scribe Store Consignment  
Sonoma State University  
Conference & Event Services  
Student Center: 3rd Floor, Ballroom D  
1801 East Cotati Avenue  
Rohnert Park, CA 94928



### Other information

#### Volunteer Workers

The Scribe Store is run by a volunteer staff. Each consignor is expected to work one 2-hour shift in the store. Shifts will be assigned (not during class time). You will receive your shift assignment in your registration packet when you arrive on campus.

#### Check Your Merchandise

As soon as you settle in on July 25, please stop by and check your merchandise display. Advise the staff if merchandise needs restocking or is not displayed. Any changes in inventory *must* be made with the Scribe Store manager. Adding or removing merchandise without our knowledge will give us incorrect totals and the potential for incorrect payment to you.

### Store closing

#### If You Are Attending The Passionate Pen

Come to the Scribe Store between 11:30 am and 4:00 pm on Friday, July 31 to count and repack your inventory. A reclamation slip must be signed by you and the Scribe Store manager before you can remove your merchandise. A shipping service will be available on campus. You will be responsible for all shipping and handling fees. Unless prior arrangements are made, any merchandise not claimed during these hours will become the property of The Passionate Pen.

#### If You Are Not Attending The Passionate Pen

You have two options.

**Option 1:** The Scribe Store will repack and ship any unsold merchandise by August 8, 2015. An additional 5% commission or \$10 (whichever is greater) is applied for this service." Packaging and shipping costs will be deducted from your check. In the case there is not sufficient profit to cover packaging and shipping costs, Consignor agrees to accept COD return of merchandise.

**Option 2:** Someone you trust may reclaim your merchandise and assume the responsibility of returning it to you. In this case, no additional commission is taken. You must notify the Scribe Store Manager as to who will reclaim your merchandise.

The Scribe Store will deduct a 25% commission and 8.25% sales tax from the final sales total for your merchandise. Payments will be mailed out no later than September 1, 2015.



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## The Passionate Pen Scribe Store Consignor Terms & Conditions

In consideration for the opportunity to participate in and profit from The Passionate Pen Scribe Store sponsored by Texas Lettering Arts Council (TXLAC), a 501(c)3 nonprofit organization, the undersigned Consignor agrees to the following terms and conditions:

1. Consignor agrees to hold harmless and make no claim against The Passionate Pen Scribe Store, Texas Lettering Arts Council (TXLAC) or Sonoma State University (SSU), any volunteer or paid participants in TXLAC, or the insurer of the TXLAC, or SSU for the damage, theft, or loss of any items consigned to TXLAC. TXLAC does not anticipate any thefts, damage, or loss and takes every precaution to prevent them, but occasionally these events may occur.
2. Consignor agrees to waive any and all claims for personal injury resulting from participation in The Passionate Pen Scribe Store from whatever cause either foreseen or unforeseen against, TXLAC, SSU, any volunteer or paid participants in the The Passionate Pen Scribe Store, or the insurer of the TXLAC or SSU.
3. Consignors will receive 75% of the sales price, after sales tax of 8.25%, on items that sell. The remaining 25% of sales proceeds will be donated to TXLAC.
4. Consignor agrees to label each item with their assigned code, item number and price.
5. Consignor agrees to complete and submit an inventory form to the Scribe Store Manager by July 1, 2015.
6. Consignor agrees to include the following with their package: This signed agreement, a completed Inventory Form accounting for all consigned items, Identity Card, and labeled items. Any display fixtures should also be included. This agreement may also be emailed to the Scribe Store Manager at [scribestore@thepassionatepen.org](mailto:scribestore@thepassionatepen.org).
7. All goods left in the possession of TXLAC are at the sole risk of the Consignor. Consignor agrees that it shall assume and bear all risks regarding consigned goods, and will hold TXLAC exempt from any and all liability. Should items be lost, stolen or damaged, TXLAC is not responsible to compensate the Consignor for the items.
8. Consignor agrees that no claims will be made against TXLAC for any discrepancies involving items placed in the sale.
9. Unclaimed Items remaining after Friday, July 31, 2015 at 5:00 pm will be donated or become property of TXLAC.
10. Consignor agrees to verify merchandise at the end of the sale. In the event the consignor is not present to verify their merchandise, an additional 5% commission or \$10—whichever is more, plus shipping, will be retained by TXLAC to verify and repackage & return ship consignors merchandise.
11. Absentee Consignors agree to include a return shipping label or accept shipped packages COD via any shipping service TXLAC designates.
12. Consignor agrees to cash checks issued as proceeds from the Scribe Store Sale within 60 days.
13. Submission of any merchandise infers agreement to the above terms and conditions.

The Passionate Pen Calligraphy Conference  
786 Alaska Drive • Santa Rosa CA 95405  
[info@thepassionatepen.org](mailto:info@thepassionatepen.org)

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Signature of Consignor

Date

# Scribe Store Inventory

Send the preliminary inventory by July 1, 2015 to [scribestore@thepassionatepen.org](mailto:scribestore@thepassionatepen.org) and include the final inventory with your merchandise when you ship it to Sonoma State.



## Scribe Store

Dean Robino and Kris Nevius, Co-chairs  
[scribestore@thepassionatepen.org](mailto:scribestore@thepassionatepen.org)  
 Or mail to Kris Nevius, PO Box 375, Graton, CA 95444

Attending conference  Yes  No

### Unsold Inventory:

- I will pick it up and take it home OR re-pack & return ship myself  
 The Scribe Store will re-pack and ship to me (5% commission plus shipping)  
 \_\_\_\_\_ will re-pack and ship it to me

Your Scribe Store ID#  
 \_\_\_\_\_

No. of boxes shipped  
 \_\_\_\_\_

Name  
 \_\_\_\_\_

Address  
 \_\_\_\_\_

City

State

Postal Code  
 \_\_\_\_\_

Country  
 \_\_\_\_\_

Day Phone

Cell Phone  
 \_\_\_\_\_

Email  
 \_\_\_\_\_

Inventory you intend to send to The Passionate Pen Scribe Store					For Scribe Store Use Only					
Item No.	Description of Items	Size	Item Price	Quantity	Total Items Received	# Items Added Onsite	# Items Unsold	# Items Sold	Con-signor's Initials	Total Dollars
1	<i>Example: Greeting Cards: Purple Iris</i>	<i>6" x 4"</i>	<i>\$2.99</i>	<i>12</i>						
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
I agree that The Passionate Pen Calligraphy Conference, Sonoma State University, Texas Lettering Arts Council, and their volunteers and staff cannot be held accountable for any item consigned to the Scribe Store as listed above. I agree to follow all terms and conditions as described in the Consignor Information Packet.								Subtotal		
Signature _____ Date _____								Less Commission		
This form may be electronically signed, dated and transmitted.								Less Shipping/Misc.		
								<b>Total Profit</b>		

I will ship my own display apparatus with my inventory.

Describe \_\_\_\_\_

Include a completed and signed copy of the this form with your merchandise.

**Ship merchandise to be received no earlier than July 13 and no later than July 21, 2015 to:** The Passionate Pen • Scribe Store Consignment • Sonoma State University Conference & Event Services • Student Center, 3rd Floor, Ballroom D • 1801 East Cotati Avenue • Rohnert Park, CA 94928

FROM:

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TO: **The Passionate Pen**  
**Scribe Store Consignment**  
Sonoma State University  
Conference & Event Services  
Student Center: 3rd Floor  
Ballroom C  
1801 East Cotati Avenue  
Rohnert Park, CA 94928

FROM:

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TO: **The Passionate Pen**  
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