



P.O. Box 26, Lost River, WV 26810  
(304) 897-7242 • [www.LostRiverCraft.com](http://www.LostRiverCraft.com)  
E-mail: [LRAC@hardynet.com](mailto:LRAC@hardynet.com)

Thank you for your inquiry about membership in the Lost River Artisans Cooperative (LRAC). The cooperative was formed in 1988. It was organized to encourage the creation and appreciation of quality handmade products, so that its members would find an appreciative audience for their work. The LRAC also educates the public about the production and value of heritage crafts and art. To accomplish these goals, LRAC operates a marketing center featuring products made by members, provides classes, and demonstrations.

There are many benefits resulting from membership. LRAC can provide you with the camaraderie of like-minded people and fellow artisans. We also offer a venue to educate the public about our crafts. Members are asked to demonstrate or teach their craft at least once a year. These educational opportunities reinforce the value of our products. Our consignor checks are mailed monthly. We also have marketing tools through our Web site and E-store, located at [www.lostrivercraft.com](http://www.lostrivercraft.com).

To assure the quality of our consigning members' products and to help members increase the value of their craft, prospective consignors submit at least three examples of their work to the Jury Committee. Our jury process means that visitors to the cooperative will find handmade products that meet high standards of design, workmanship, materials, function, and finish. Mary Umstead is the chair of the Jury Committee. She may be reached via email: [mlumstead@hardynet.com](mailto:mlumstead@hardynet.com) or you may contact the LRAC at [lrac@hardynet.com](mailto:lrac@hardynet.com) or (304) 897-7242.

Following acceptance by the Jury Committee, consignors will be asked to complete a Membership Application and Consignment Agreement, and you will be assigned a consignor number. Your consignor number, along with an item number, identifies your items and assures correct payment from our marketing center. You are responsible for completing a Consignor Inventory and checking that each item offered is tagged with the consignor number, item numbers, and the retail price. Other details are on the Consignment Agreement. Please note that the consignment fee is 30% for items retailing under \$300.00, and 20% for items retailing for \$300.00 or more.

While most of our members are consignors, we also recognize the significant contributions of members who function as museum volunteers, event hosts, store clerks, supporters, etc. The Friends of the Lost River Artisans Cooperative play an essential role in the cooperative's success. Depending on their level of support, Friends are also members of the cooperative. Membership provides opportunities to serve on the board of directors, receive the co-op newsletter, and attend LRAC membership events, such as our Summer Social and Annual Meeting & Dinner.

Membership in LRAC automatically makes you a member of the Lost River Educational Foundation, a nonprofit organization dedicated to expanding the knowledge and appreciation of local history. LREF operates the Lost River Museum, which shares space with LRAC. The marketing center gallery is on the upper floor of the historic Harper Barn, while the museum utilizes the lower floor.

Membership may be paid in one of two ways: by paying an annual fee of \$60 or by performing 7 hours of volunteer time to the LRAC/LREF. You may opt out of the 7 hours of volunteer time by paying a fee of \$20.00. Membership includes individuals or family members living under one roof.

If you wish to volunteer please let us know how and when, by contacting the LRAC at 304.897.7242 or at [lrac@hardynet.com](mailto:lrac@hardynet.com). The Manager will remind you two to three days prior to your scheduled day. All volunteer time must be completed or scheduled prior to September 1, 2011. If do not complete your volunteer time you will be assessed a \$20.00 fee.

We appreciate your membership in the Lost River Artisans Cooperative. It is going to be a great year.

Sincerely,  
Tim Wheeler, President of the Lost River Artisans Cooperative



## Lost River Artisans Cooperative

### 2011 Consignment Agreement

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E-mail: LRAC@hardynet.com

*Please sign this agreement, return it to the Lost River Artisans Cooperative (LRAC), and make a copy for your records.*

#### Responsibilities of the consignor:

1. Before placing products in the LRAC marketing center, the consignor will submit a signed copy of this agreement to the LRAC.
2. Items submitted by new member applicants must be accepted by the Jury Selection Committee before being offered in the gallery. **All display of items in the marketing center is the responsibility of the Display Committee.**
3. If a member's work was accepted previously, it does not need to be juried again. However, if a member is doing a new craft, that work must be juried.
4. The consignor will label all merchandise with the consignor number, item number, and retail price. Where appropriate, other information should be included, such as size, materials, instructions for care or use, ingredients, etc.
5. The consignor will provide biographical information and information about products for publicity purposes. These will be included in the consignor loose-leaf binder in the marketing center, and for possible use on the LRAC Web site. LRAC will assist, if necessary, in getting a photo of the consignor and preparing the bio.
6. Craft demonstrations and classes educate the public about the value of handcrafted work and boost sales. Consignors are strongly encouraged to demonstrate or teach their craft once during the LRAC season.
7. Consignors agree to replenish or renew their products at LRAC at the request of the Display Committee or Marketing Center Manager or when they see that stock is getting low.
8. Items brought to the co-op must be checked-in by the Manager, a Display Committee member, or LRAC representative. LRAC will not be responsible for any claims on missing items not checked in.
9. Consignors will not remove consigned items prior to the close of LRAC in mid-December. Removal of consigned items prior to the close of the LRAC season may result in a 5% reduction in any payments owed the consignor for goods sold.
10. Consignors are responsible for retrieving items at the end of the LRAC season. If special pick-up arrangements are required, arrangements should be made with the Manager. It is the consignor's responsibility, at the time of pick up, to inventory his/her items and verify with the Manager or LRAC representative that all remaining items are being removed from LRAC for the winter. Any claims for lost, missing or broken inventory items must be made within 15 days of the designated end of the LRCC season. Any claims after this date will not be investigated or honored by the LRAC. Further, the LRAC accepts no responsibility for any items not picked up at the end of the season (unless prior special arrangements have been made and accepted). Any items not picked up at the end of the season will not be displayed the following year until inventoried and may be removed or disposed of at the discretion of the LRAC Executive Committee and Display Committee.

#### Responsibilities of the LRAC:

1. The LRAC will take reasonable care to prevent theft, damage, or destruction of consigned items. The LRAC will reimburse consignors for lost or damaged inventory according to the consignor payment rate in #2 below.
2. The consignor payment rate to LRAC members is 70% for items retailing under \$300 and 80% for items retailing for \$301 or more. The consignment rate for nonmembers, for a one-year trial, is 60%.
3. LRAC will mail checks to consignors by the 15th of the month for items sold during the previous month, along with a detailed list of sold items, except for November/December sales. November checks will be included with December checks at the close of the season. The November/December checks may be mailed later than the 15<sup>th</sup> of December.
4. The LRAC will hold scheduled jury sessions.
5. If an item has been displayed for two consecutive years without being sold, the Jury Selection Committee will re-jury it. The Display Committee may remove it to ensure sufficient space for inventory of other active consignors.
6. The success of the LRAC gallery depends on members who sign up to volunteering, whether assisting the manager with special events, cleaning, etc. The Manager will remind members of their scheduled work 2-3 days prior to the member's workday. Failure to notify the Manager or a board member of unavailability to perform on the scheduled workday may result in the consignor's products being immediately removed from the gallery display and the consignor will have to reapply for membership. All scheduled work for 2011 must be completed or scheduled prior to September 1, 2011.

I/We agree to the terms set forth above.

Signed \_\_\_\_\_ Date \_\_\_\_\_





# Lost River Artisans Cooperative

## 2011 Membership Application

P.O. Box 26, Lost River, WV 26810

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E-mail: LRAC@hardynet.com

Name (Please print) \_\_\_\_\_

Mailing address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone #1 \_\_\_\_\_ Phone #2 \_\_\_\_\_

E-mail \_\_\_\_\_

LRAC and the LREF sends email updates via Constant Contact. The information consists of activities, classes and special events.

Membership (Select from one of the following):

*CONSIGNOR/Member*

All Consignors must pay \$60.00 for the 2011 Season.

All Consignors must perform 7 hours of volunteer time.

*(The 7 hours of volunteer must be completed or scheduled prior to Sept 1, 2011.)*

I opt out of the 7 hours of volunteering and I agree to pay \$20.00 instead of volunteering my time to the LRAC/LREF.

Consignor craft/medium \_\_\_\_\_

Consignor # C \_\_\_\_\_

*WEBSITE LINK*

\$10 Consignors may have a photo and a listing on the Members Pages of our Website with a direct link to your website.

*FRIEND* of the Lost River Artisans Cooperative - Our friends is an integral part of the cooperative community.

\$60.00 payment for individuals or family living under one roof

I am submitting a donation of my choice in the amount of \$ \_\_\_\_\_

*Friends who donate \$60 or more, or who match membership terms (7 hours of volunteer time) are eligible to serve on the LRAC/LREF Board, and are invited to all of LRAC and LREF's membership events.*

As a cooperative, LRAC/LREF depends on members to volunteer their time or talents beyond the minimum required above. Please write below the areas of your interest or expertise. Please let us know of how you wish to volunteer.

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