

a retail laboratory for design & merchandising



- Objective:** Offer students the opportunity to learn how to operate a business enterprise using a hands-on method while promoting the work of Westphal College faculty, students, staff and alumni.
- Structure:** A small, portable retail kiosk operating as a “pop-up” store for limited time periods during each academic term.
- Product:** Original work from members of the Westphal community can be submitted. In order to maintain the unique nature of product offerings, items are one-of-a-kind or available while supplies last. Merchandise will be submitted for consignment sale by faculty, staff, students and alumni and evaluated by a jury. Types of product expected for submission include jewelry, handknits, small photographs, hand-drawn notecards, etc. Limited edition tee shirts and selected college generated merchandise may be included at the discretion of the jury to round out the assortment. Faculty publications may be promoted at the shop, but may not be sold at the shop.
- Terms:** Sale proceeds will be split as follows: 60% to the artist, 40% to the shop to be paid no longer than 2 weeks after the closing date of the Shop for each term. It is the responsible of the artist to pick-up ending inventory and proceeds. Any proceeds not recovered within 90 days of a sale closing will be surrendered to the Shop.
- Participation:** Merchandise must be delivered in “sale ready” condition with branded tags and prices. Tags must include item numbers and descriptions as described on the attached inventory sheet. **ITEM NUMBERS SHOULD BEGIN WITH THE INITIALS OF THE ARTIST.** For example, Cindy Adams should submit product with item numbers CA01, CA02, CA03, etc. The retail prices submitted should reflect terms (60% artist, 40% shop). Merchandise must be accompanied by a completed inventory sheet (attached) and 150-word maximum artist bio. Artist contact information is necessary to secure inventory and proceeds distribution as each pop-up event concludes.

ARTIST INFORMATION:

All fields are required for products to be accepted for sale.

Name:				
Address:				
	State		Zip	
Email:			Phone:	
Do you currently or have you ever worked for Drexel University, including work-study?*				
If yes, please provide your student/employee id:				
Are you a U.S. Citizen?**				
Anything you want your customers to know about you, the product, materials, or quality:				

*Please note that employees, past or present, of Drexel University may be subject to taxable income when earnings exceed \$600.

**Non-resident aliens must complete a 1042S form.

(Example listed for Alex Smith Ceramics)

The logo for 'd&w shop' is displayed. 'd&w' is in a large, bold, dark grey sans-serif font. 'shop' is in a smaller, green, outlined sans-serif font, positioned below and to the right of 'd&w'.