

## **RISD Alumni Art Sale Policies and Procedures**

Alumni exhibitors participating in the annual sales sponsored by this office accept all risks inherent to participation in the events. Conditions at the sale may include inclement weather (rain, snow, wind and other natural forces), as well as uneven or slippery surfaces. Alumni, by applying to the sale, agree to accept responsibility to safeguard and protect their property from damage. Alumni exhibitors are also required to observe appropriate business practices and be aware of the rights of consumers.

### **Policies and Notices**

By applying to the sale you ACKNOWLEDGE AND AGREE to the following conditions:

- \* Only RISD alumni may participate in the sale.
- \* Table locations are selected randomly.
- \* All work must be created by you, the sale participant, be original in nature, and respect copyright conventions.
- \* Repeatedly withdrawing yourself from the sale could result in automatic placement on the waitlist for the next sale to which you apply. Failure to show up the day of the sale will automatically place you on the waitlist for the next sale.
- \* The sale of RISD indicia goods is prohibited without RISD's express consent.
- \* Lastly, you must purchase and display appropriate sales permits. Maintain and post clear, written policies on deposits, refunds and warranties. Collect sales tax on taxable items. Report income to the state tax division. Pay taxes as required. If issued a temporary sales permit, taxes must be paid before departing the sale for the day. Repeated failure to do so may result in being placed on the waitlist for the next sale to which you apply.

### **Legal findings and claims**

In any case where a legal finding is made against an exhibitor, the exhibitor must comply with that finding.

It is the office's policy that the following steps will be observed:

- Following notification of a first finding against an exhibitor, the office will contact the exhibitor and discuss the issue. If needed, a warning may be issued.
- Following notification of a second finding against an exhibitor, the office will contact the exhibitor and discuss the issue. Steps at this level may include a warning or a suspension of sale privileges.
- Following notification of a third or additional finding, the office will contact the exhibitor and discuss the issue. Steps at this level may include suspension or revocation of sale privileges.

In all cases, exhibitors must comply and clear any finding made against them. Failure to do so will result in movement to the next appropriate level of action.

Participation in RISD alumni sales is subject to compliance with these practices and standards. Failure to comply with any portion of this policy may result in suspension or revocation of sale privileges.

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