

WEBPAGE RULES

Our online market on the ACF Webpage is now live! Look at what we have so far: www.artistsandcraftsmen.org

Every ACF member is entitled to a profile page on the ACF webpage at no additional cost. ACF may choose to host online markets throughout the year in which ACF Members can opt to list items for sale. Additional participation fees may apply.

ACF reserves the right to enforce the following rules and regulations to ensure our customers and webpage visitors are being provided the best experience possible.

Rule 1:

All webpage participants must be a member of ACF in good standing. Failure to renew your annual ACF Membership by the end of January each year will result in your profile and products being removed from the webpage.

Rule 2:

All products listed on the ACF Webpage must meet ACF's current jury criteria.

Rule 3:

ACF reserves the right to reject any product photos due to poor quality or inappropriate content. You will be notified if your product photo does not meet our standards and, if possible, we may provide suggestions on how to improve the product photo.

Rule 4:

All webpage participants must have a valid email address and be able to receive email communications about for-sale items and product questions from webpage visitors.

Rule 5:

You are responsible for the content of your profile and product listings. Please check them carefully for typos or incorrect information. If you see a mistake, please let the web admins know ASAP so the mistakes can be corrected.

Rule 6:

When a sale is made, you must be able to ship or deliver the purchased item in a timely manner. We expect all webpage participants to be ready to mail/ship purchased items within 3-5 days of the sale. In the case of custom orders, you must indicate on the product listing the amount of time the buyer can expect to wait for a custom order to be created. You must then ship the custom item within 3-5 days of completion of the project. Failure to meet shipping deadlines will result in immediate removal from the webpage.

Rule 7:

You are liable for your own products. Damage to products during shipping/delivery are your responsibility. Additionally, complaints about your products from your buyers will be directed back to you to make right.

Rule 8:

You are responsible for informing the ACF Web Admin of any changes to your inventory. If an item is “sold out” and you fail to notify the ACF Web Admin, you will be responsible for paying any Shopify or PayPal fees associated with a refunded purchase.

Setting Up Your Profile:

Your profile page should encompass a visual element, such as a photo of yourself, your business logo, and several images featuring one or more of your products. It's an opportunity to share a bit about yourself, your background, and the genesis of your creative journey. Additionally, include links to your webpage and/or social media accounts, such as Facebook, Instagram, Etsy, etc. For added visibility, consider listing the events you plan to attend throughout the year.

To submit your profile information, kindly utilize ACF's online form or send the details via email to ACF at WebAdmin@artistsandcraftsmen.org.

Profile Information:

1. Profile Photo: This is your chance to make a memorable impression. Choose a photo of yourself, your business logo, or an enticing image of your products.
2. Artist Bio: Share a brief biography highlighting your artistic journey.
3. Additional Photos: Include extra visuals like pictures of yourself, your booth, works in progress, and more.
4. Social Media Links: If desired, connect your social media pages to your store.
5. Existing Webpage or Shopify Page: Provide links to your current online presence.
6. Upcoming Events: Include details about the events you plan to participate in throughout the year.

Selling Products:

ACF members have the option to showcase their products on the webpage. An additional "design" fee may be applied for participation in website sales, and ACF reserves the right to assess the need for additional fees prior to the start of each online event. Members will receive advance notification if a fee is required, and the proceeds will be used to cover monthly Shopify fees and domain renewal expenses.

In the event that fees are applicable, you will be invoiced through Shopify for the initial design fee after your items are set up on your Shop Page.

Sales transactions will be processed through ACF's account, and your sale income (minus Shopify or PayPal fees) will be remitted at the end of each online sales event. Shop pages will be monitored daily, and immediate notification will be provided if one of your items sells. Timely delivery/shipping of items to the buyer is the responsibility of the seller.



Product Info:

Once you decide on the items you wish to list on the webpage, the following details need to be provided:

- Product Photos
- Product Name/Title: It is recommended to give your items a catchy "nickname" or "title" to serve as the headline on the listing.
- Product Description: Provide a written description of the item, including details such as material composition, dimensions, color options, custom order availability, etc. Assistance is available if you need help generating additional details.
- Product Price: Include shipping in your pricing, as the ACF Webpage promotes all items as "free shipping." For example, if your item costs \$12 and you estimate shipping to be \$5, list your item as \$17.
- Product Quantities: Specify if the item is one-of-a-kind or available in multiple quantities.
- Product Varieties: Indicate if the item comes in multiple colors or sizes.

Each item is unique, so feel free to make your product listings as detailed as you'd like. Consider the questions you ask when shopping online and strive to answer them in your product details to ensure buyers know exactly what they are getting.

What happens when you make a sale?

When one of your items sells, the following steps will occur:

- 1.You will receive an email, text and/or Facebook message from one of our web administrators notifying you of your sale and indicating that an email will follow with the sale information.
- 2.You will receive an order summary or "Packing Slip" that will tell you which item was sold, the buyer's name, buyer's mailing address, amount paid and more.
- 3.You are responsible for shipping the item to the buyer ASAP within 3-5 business days of the order
- 4.Once the item(s) is shipped, you must immediately provide to the ACF Web Admin the shipping information including carrier and tracking number. If the item is hand delivered by you, please let us know immediately so we can make a note on the order page.
- 5.We will then input the tracking number into the Shopify Order listing which will mark the item as "fulfilled" and will notify the buyer that their item has shipped.

You will receive payment for your sold items at the end of online sales event. Payment will be sent to you by mailed check.