



412 SW 10<sup>th</sup> Ave.  
Portland, OR 97205

3541 SE Hawthorne Blvd.  
Portland, OR 97214

525 NW 23<sup>rd</sup> Ave  
Portland, OR 97210

### General Consignment Guidelines

The Tender Loving Empire store is primarily focused on selling handmade wares from local artists and crafters. If you are interested in consigning with us, please read all information below.

#### What we're looking for:

We are looking for high-quality, handcrafted items, especially those made in the Pacific Northwest. Our customer base is a mix of young locals, downtown workers and residents, tourists, creatives and neighborhood families. Some customers are looking for everyday, functional items, while others are looking for creative gifts and souvenirs. We like to carry products that reflect the creative energy and social ideals of our city. We welcome original work as well as re-purposed and upcycled items that have been given a second chance at life outside of a landfill.

#### Important things to know:

1. We only accept consignment submissions via email. No phone calls, over-the-counter inquiries or impromptu meetings, please.
2. Items are chosen by a number of factors including, but not limited to: style, quality of craftsmanship, current sales trends, seasonal appropriateness, similarity to other items and space limitations.
3. If your items are selected for sale, we will contact you to initiate a 3-month consignment contract and discuss the best time to bring in your merchandise. The contract states that you agree to keep the items for sale in our store for at least the length of the contract, that any purchases of the items during that time must be made in our stores, and that after 3 months the contract may be extended or expired by either party for any reason.
4. The general consignment split is 50/50. Artists may set prices for their own items, but we may have suggestions for pricing based on what we know works well in our stores. We reserve the right to refuse to sell a product at a price point that will not fit in at our stores.
5. Consignors should check-in and restock frequently. If you are unable to produce work as fast as it is selling, consignment at TLE may not be right for you. Consignors are required to check in at least once every consignment period (3 months) in order to receive payment for sold items. All unclaimed money due is voided after one year. Monthly check-ins are recommended to ensure the most profitable relationship possible. You may check in with us via email, phone or in-person at the store. Email is highly recommended, and the most efficient form of contact.
6. Please be aware that we are not a resale shop and we do not sell vintage or used items that have not been repurposed or otherwise artistically altered in some way by the consignor.

#### How to submit:

If all of the above sounds good, please email us at [retail@tenderlovingempire.com](mailto:retail@tenderlovingempire.com) and include the following information:

1. A link to your work online (ie. personal website or Etsy store) or up to five attached images of the work you would like to be considered. If you send a link to a website, please be explicit about which items are to be considered and ensure that it is quick and easy to navigate to them on your site.
2. A clearly defined list of the retail prices for each item. That is the price that your products will be sold for in our stores. While you may offer different items at different price points, please try to limit the number of price points to simplify our bookkeeping.
3. Current contact information, including full name, business name (if applicable), primary email address, phone number and the city you currently reside in.

We will keep your submission information on file and contact you if and when we can accommodate your work. If we cannot accommodate your work, please know that we wish you the best in your creative endeavors. Thank you for your interest in being a part of Tender Loving Empire!