



## Consignment Agreement

This agreement outlines the conditions for the sale of work in “*Out of the Box Gifts*” – the gift shop for the Art Gallery of Bancroft (**AGB**).

**The artist (“Consignor”):** Print name: \_\_\_\_\_

- Is responsible for providing a detailed inventory description and retail price for each item submitted at the time of delivery.
- Agrees that the AGB will receive a 35% commission fee on each work sold.
- Must ensure that work submitted is “gallery-ready” (i.e. appropriate framing or finished edges and hanging mechanisms).
- Will submit a one page artist biography to help the AGB promote sales.
- Permits the AGB to photograph work for archival, publicity, promotional, educational, and reference purposes, plus online sales.
- Will provide a minimum of 48 hours’ notice prior to removing work from the AGB for any reason.
- Understands that the AGB may choose to refresh work in “*Out of the Box Gifts*” throughout the year, and may contact the consignor to pick up unsold work.
- Agrees that any unsold work that is not picked up within 3 months of AGB’s initial request to remove the work, shall become the property of the AGB. Staff will make three contact attempts by phone and/or email before transferring the work to AGB inventory.

### The Art Gallery of Bancroft:

- Is responsible for marketing “*Out of the Box Gifts*” and has the right to display work in the manner it sees fit.
- Agrees to pay the Consignor 65% of the retail price.
- Will issue consignment settlement payments the month following the sale of any items.
- Will provide the Consignor with a list of the consigned items upon entry into the system.
- Will be responsible for any inventory items that are lost or stolen.
- The Gallery’s insurance covers work while it is in the gallery. The artist is responsible for their work while it is in transit.

**I, the Consignor, hereby agree to the above terms and conditions.**

Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

**As a representative on behalf of the Art Gallery of Bancroft, I agree to the above terms and conditions:**

Volunteer’s signature: \_\_\_\_\_ Volunteer’s phone: \_\_\_\_\_

Volunteer’s name (printed): \_\_\_\_\_ Date: \_\_\_\_\_

### Attention Volunteers:

- When accepting work, ask the Consignor to include their contact information on **both** forms, along with item details.
- Copy the completed form and give the copy to the Consignor.
- Place the original form with incoming work on the shelves in the storage area for consideration and inventory purposes.

