

Consignor Contract



Agreement made as of this day _____ between the Consignor who hereby accepts and agrees to abide by the policies of the Lake Effect Art Gallery, hereafter referred to as "The Gallery".

Artist Information

Name: _____

Address: _____

Phone: _____

Email: _____

inventory Code: _____ (3 initial code obtained from the Gallery Manager)

Agreement Term: This agreement runs from May 1st thru November 30th.

Commissions & Volunteering: The Gallery retains a percentage of each retail sale based on your volunteer commitment for the season --

- 40% for non-working artists.
- 35% for artists who volunteer to work 2 full days.
- 25% for artists who volunteer to work 5 full days.
- 15% for artists who volunteer to work 10 full days.

****Note:** Volunteer days must be scheduled thru Mindy Asp (906-450-5777) to qualify for any percentage lower than 40%.

Preparing & Displaying Your Art:

1. When delivering artwork, you must provide this signed contract and a completed inventory form. *Artwork will not be displayed without a contract.*
2. Each piece of art must be clearly marked with your assigned inventory code, as well as the whole dollar sale price (no cents).
3. All artwork must have the appropriate hardware for hanging or display.
4. The Gallery determines art placement and may not display all submitted items at once, taking into consideration space, traffic, sunlight, etc.
5. Artists submitting artwork substantially different from previously approved artwork must have them juried before acceptance.

Removal & Pick-up: (Both delivery & pick-up are the responsibility of the artist.)

1. **Inventory Removal:** To permanently remove an item from the floor, you must notify the Gallery Manager one week in advance.

2. **Gallery Requests:** If the Gallery Board requests the removal of an item for any reason, the artist must pick it up within two weeks of notification.
3. **End of Season:** All items must be picked up on the assigned Pick-Up Day unless previous arrangements are made. No artwork may be stored in the gallery space over the winter.
4. **Agreement Termination:** To completely terminate this contract, a 30-day written notice is required. Upon termination, all remaining artwork shall be removed immediately by the artist.

Sales & Accounting:

1. Items will be sold at the retail price listed on your Inventory Form. No sales “on approval” or under special terms will be made without your consent.
2. At the end of each full month, the Gallery Treasurer will email an itemized accounting statement to all artists who have made sales within that month. Statements will include the inventory code, item description, sale price, and amount due you. Checks will be issued within 7-10 days following that thru Limestone Federal Credit Union’s automated system.
3. Any artists who do not have email shall provide self-addressed envelopes to the Treasurer to receive statements on months that sales are made.

Liability & Insurance: The Gallery will use ALL reasonable care in handling items but does not assume responsibility for breakage, soiling, or damaging of items beyond the Gallery’s control. The Consignor assumes all losses.

*Please indicate whether you grant permission for your items to be photographed and promoted in the newspaper or on social media: Yes _____ No _____

Artist Signature: _____ **Date:** _____

Printed Name: _____

Gallery Representative: _____ **Date:** _____

For any questions, contact:

Karen LaFoille - Gallery Manager - (906) 286-1208

Julie Manial - Gallery President - (269) 363-0309

Email: gallery@lakeeffectarts.org

Web: www.lakeeffectartgallery.com

