



207 E Washington Street
Iowa City, IA 52240-4002
319.351.8686

mail@iowaartisansgallery.com
www.iowaartisansgallery.com

Consignment Agreement

Between **Iowa Artisans Gallery**

And **Name:** _____
Address: _____
Phone(s): _____
Email: _____

Gallery Responsibilities

Iowa Artisans Gallery shall:

- Act on your behalf to sell your work and make referrals to you.
- Select work from items you provide to sell for consignment.
Consignment rate is 50% paid to the artist
Special orders, beyond scope of regular work, will be 75% paid to the artist.
- Provide you with a correct inventory of your work at the gallery
 - Receiving log will be sent when new items have been processed.
 - Consignment sales statements will be mailed the month following a sale.
 - Current inventory account will be sent annually for confirmation.
- Mail consignment checks with a sales statement the month following the sale of an item.
- Pay you the consigned value of your work in case of theft, damage or loss while in our possession.
- Offer you a welcoming and refreshing place to exhibit your work. To accomplish this, we may notify you when your work needs to be exchanged for newer work.
- Allow you to pick up your work at a mutually agreed time, within 30 days after you notify us that you wish to do so.
- Display the work of new consignors for a period of 6 months, after which assessment for ongoing consignment will take place.
- Notify you of changes in our consignment agreement with you. **The Gallery maintains the right to adjust consignment agreements.**
The gallery will provide a 30-day notice for any changes to this agreement.

Artist's Responsibilities

The Artist shall:

- Use the Gallery as your exclusive outlet for retail sales in Johnson County, IA. Notecards are exempt from the exclusivity agreement.
- Notify the Gallery if there is an inventory discrepancy, within the timeframe requested.
- Sell at comparable retail prices if displaying work in other outlets.
- Publicize your affiliation with Iowa Artisans Gallery if you are displaying at a temporary show in the area. We can provide Gallery business cards.
- Provide a correct inventory list including retail prices for the items you bring to the gallery.
- Provide us with a 25% referral commission for any customer projects received from the gallery or through your direct connection with the gallery.
- Provide high quality work that you are willing to guarantee. The gallery is not responsible for damage resulting from poor workmanship, defects or lack of quality control by the artist. The artist shall assume any responsibility for the cost of replacing items broken or damaged due to such causes.
- Work delivered to or picked up at the gallery is at the artist's expense.
- Provide the gallery with an artist statement, biography and/or support materials that will help us promote you. Description of your process, cleaning or care suggestions are useful.
- Allow us to photograph your work for gallery promotional use.
- Allow us to display your work in short-term promotional displays outside of the gallery.
- Provide us with current contact information: mailing address, phone number and email. Inform the Gallery of changes in contact information after this agreement is signed.
- Pick up your work or pay for shipping and handling within 30 days of receiving written notification by the gallery that we would like your inventory changed or removed.
 - We reserve the right to charge a weekly storage fee after 60 days from the written notification. Our storage areas are limited. Storage fee is dependent on the size of the work
 - Jewelry - \$5.00 per week
 - Functional or Wall Art - \$10.00 per week
 - Furniture - \$10.00 per week/per piece

90 days following notice from the Gallery, the Gallery reserves the right to claim the "abandoned" work.

Artist Signature: _____ Date: _____

Gallery Representative: _____ Date: _____