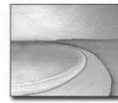


# Consignor Contract



LAKE EFFECT Art Gallery  
Manistique, Michigan

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".

Consignor's Name \_\_\_\_\_ Inventory Code \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ email \_\_\_\_\_

## Terms and Termination

This agreement shall have a term of 1 year, May 1<sup>st</sup> – April 30<sup>th</sup>. Termination at any time by mutual consent and with 30 day written notice is effective upon signing and dating of the contract. On termination, all works consigned shall immediately become the responsibility of the artist.

## Consignment Terms

Upon signing this contract, the consignor is entitled to have items placed on display in The Gallery, as space permits. The Gallery reserves the right to limit the number of items displayed. All of the consignors' items might not be displayed at one time. Placement within the Gallery will be at the discretion of the Gallery's Board. The Gallery Board will always take into consideration items subject to sun, traffic and handling in placement location within The Gallery.

The Gallery shall retain a percent of the retail sale as follows, 35% for non working artists, 25% for artists who work 5 full days, and 15% for artists who work 10 full days per season, May 1<sup>st</sup> through October 31<sup>st</sup>. You will not qualify for the lower consignment fees until all of your volunteer days are scheduled. Call Ruthanne Garrett, Gallery Manager at 906-286-1060 to schedule your days.

The Consignor, at the time of delivery of items to The Gallery, will present the Gallery with the following required items:

- Completed and signed Contract
- Completed Inventory Form
- Clearly label each piece of artwork with the inventory code and the sales price.
  - Your inventory code must be unique. Check with the gallery for your code approval before labeling your work.
  - Use your code, dash, item number, e.g. MF-1
- Use whole dollar amounts when pricing your work (no cents).

A consignor desiring to remove any of their inventory, temporarily or permanently, must notify the Gallery Manager one week in advance of removal.

The Gallery Board reserves the right to request the removal from the Gallery of any item. The Consignor agrees to pick up such items within two weeks of notification.

Consignors submitting an item substantially different from previously approved items must have them juried before acceptance.

Delivery and Pick-up of artwork is the responsibility of the consignor. All items must be picked up on assigned Pick-Up Day unless previous arrangements have been made.

**Consignment Contract (cont.)**

**The Gallery will use reasonable care in handling items, but is not responsible for breakage, soiling or damaging of items. The Gallery assumes no responsibility for artwork. The Consignor must assume all losses to their artwork.**

**Accounting**

The Gallery shall sell the works at the retail price shown on the Inventory Form.

The Gallery shall furnish the Consignor with an accounting statement once a month via email. Consignors who don't have email must supply a self addressed envelope to the Treasurer if they want their accounting statements mailed to them. Each statement shall state each work sold during the accounting period and include the following information: inventory code and description, sale price, and the amount due the consignor. Statements will only be sent to Consignors who have sales for that month.

The Gallery shall pay the Consignor all proceeds due to the Consignor once a month. No sales on approval or terms shall be made without consent of the Consignor.

Consignor's Name (printed) \_\_\_\_\_

Consignor's Signature \_\_\_\_\_

Date \_\_\_\_\_

Lake Effect Art Gallery Board Member Signature

\_\_\_\_\_

Date \_\_\_\_\_

Gallery President: Brenda Fleck  
(906) 450-0316

[gallery@lakeeffectarts.org](mailto:gallery@lakeeffectarts.org)

[www.lakeeffectartgallery.com](http://www.lakeeffectartgallery.com)