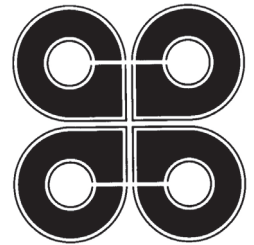




Greensburg Art Center / Rowe Gallery Artist Market Consignment Agreement



The Greensburg Art Center was created to promote knowledge and understanding of the fine arts through instruction and encouragement to artists and students at all levels of experience. Through the Rowe Gallery, we are able to further enhance our community involvement and showcase the work of our members. In seeking to provide area artists and artisans a place to market their work, the Rowe Gallery Artist Market has been created.

The following Consignment Agreement outlines expectations for both parties wishing to enter into a consignment arrangement.

Membership

- All Consignors must be members of the Greensburg Art Center, and in good standing in order to display your work in the Rowe Gallery Artist Market.

Presentation

- Upon accepting the opportunity to exhibit in the gallery, you are agreeing that your work will be professional. Poor workmanship or defective products will not be allowed.
- Art takes many forms and in no way do we want to hinder the creative process, but if the Artist Market Committee feels that your item is not appropriate, that the item is not made well, or that it is something we cannot display properly, you may be asked to remove the item.
- All works must be created by the Consignor.
- If an item is a print or copy of your personal work, it must be stated clearly.
- At this time we cannot accept pieces that need to be hung. If you wish to show your hanging work, please consider reserving a space on the walls in the classroom.
- The final decision on whether a piece is acceptable or not is at the sole discretion of the Artist Market Committee.

Consignment Process

- We are in a growing process and at the current time, we have set a limit of 35 pieces per person allowed at one time. This number may change in the future, as the gallery evolves.
- The Consignor's contact information must be kept up to date, in case a customer needs to ask a question or that the gallery needs to reach you. Please notify the Store immediately of any changes to your address, phone, or e-mail. (see attached Artist Inventory Form)
- The Consignor will complete a detailed listing of each item on the attached Artist Inventory Form. (copies of this are available at the art center)
- In order to keep the gallery fresh and always a new experience, there will be a limit on how long a particular piece of work can be in the shop. If your piece has not sold within 4 months, we ask that you rotate it out and bring in something else.
- If we have not been able to contact you to rotate out an item, the item will be removed after 15 days. If we cannot contact you after 90 days, the item will be considered abandoned and will be disposed of at the Artist Market Committee's discretion.
- If the product does not sell successfully on consignment, either party may terminate its agreement after a 5 day notice of such intent.

Delivery and Pick Up

- Your work may be submitted on the second Wednesday of the month from 1-4pm or on the third Saturday of the month from 10am to Noon. If you cannot attend either one of these sessions, you may make an appointment with one of the Artist Market Committee Members.
- At the time of drop-off, a representative of the gallery committee will check in your items. Work that is just dropped off at the Art Center will not be accepted.
- Due to limited storage space the gallery is unable to store packing materials.
- It is the Consignor's responsibility to arrive at the drop-off with all of your items marked and listed on the Artist Inventory Sheet. (available on the GAC website for you to download)

Labeling and Display

- When pricing your item, the price be consistent with what you sell the item for in other venues.
- We ask that you use the merchandise tags that we are providing. These tags will include your name, but no other contact information. (no phone number, web address, etc.) There will also be a space for a description or title of your piece and the price.
- You may include instructions , information about your company, or even a bio about yourself, but we ask that you do not include information that would enable a customer to contact you personally. If they would like more of your work or to contact you, they can call the gallery.
- Each tag will have a place for information that will identify it as your piece and the price of the work. Every single piece in the Artist Market must be marked, and there will be no exceptions.
- There are 4 types of tags available...a small jewelry hang tag, medium hang tags for larger merchandise, a sticky label for packaged cards and prints, and a folding earring card.
- If these tags do not meet your needs, we will work with you to create a solution that is acceptable to all.

Warranty

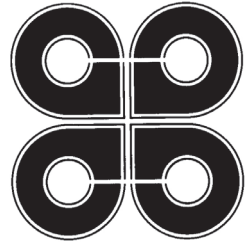
- The Consignor warrants all products to be hand made and fully compliant with all local, state, and federal laws.
- In the event of a customer return of a defective product, within 30 days of purchase, the Consignor agrees that the replacement will be at no charge to the Artist Market or the Customer. Repair or Replacement must be made within 30 days of the return.
- The Artist Market will make every effort to insure that all consignments are handled properly and accepts responsibility for any loss or damage to the product once it is in the Store's possession.

Payment and Accounting

- There is a yearly fee of \$35.00 to show your work in the Artist Market.
- The value of an item is determined by the Consignor at the time it is transferred to the shop. (see Labeling) 75% of that value will be paid to the Consignor only after that item has sold.
- The Shop aligns its accounting with the six exhibits that the Gallery hosts each year. At the end of each exhibit, the books are closed and checks will be sent out to everyone that sold items since the last show closed. (approximately every two months)
- The Shop collects and remits sales tax (if applicable) on the items sold.



**Greensburg Art Center / Rowe Gallery
Artist Market Consignment Agreement**



I agree to this consignment arrangement between The Rowe Gallery Artist Market (Consignee)
and _____(Consignor)on this date _____

By signing below, as the Consignor, I acknowledge that I have read and understand all terms
and conditions as noted above.

Signature of Consignor _____

Date _____

Signature of Consignee _____

Title _____

Date _____

Advertising

- All artists will provide us with a photo and a brief bio for use on our website, Facebook, in the gallery, or in advertising of the art center. If you allow us to use this information, please sign here....

_____ *Date* _____

- We may also take photos of your work to use on Facebook, the website, or other advertising. If you allow us to use these photos, please sign here....

_____ *Date* _____

Artist Market Committee Members

Chair Cathy Rosensteel rosensteelc@gmail.com