

**Galena Center for the Arts, Inc.**

**CONSIGNMENT AGREEMENT**

Consignor's Name \_\_\_\_\_

Mailing address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

I, the undersigned artist, hereby consign artwork to the Galena Center for the Arts Gallery for exhibit and for sale.

I agree to list each item on consignment on an INVENTORY SHEET, identifying the title, medium, price, and any special relevant information.

I understand that the Center will keep 40% of sales, paying me 60%. The Center will collect and pay sales tax.

I understand that checks for sales will be issued on or before the 10th of the month following the date of the sale.

I agree that a commission of 40% will be paid to the Center for any artwork sold within 60 days after exhibit at the Center and resulting from exhibition at the Center Gallery.

I understand that the Center assumes no responsibility for loss or damage to the merchandise by fire, theft, accident, or other cause.

I agree to leave my work for the duration of the exhibit unless it is sold, and retrieve unsold work at the completion of the exhibit, unless other arrangements are agreed upon with the Gallery Manager.

I also agree to notify the Center in advance if I ask another individual to retrieve my work. If work is sold I have the first option to replace it with another piece of artwork.

Membership \_\_\_\_\_

I DO \_\_\_\_\_ DO NOT \_\_\_\_\_ agree to allow the Center to use my artwork in advertising and social media, including the Center's Facebook page, Instagram, website, and newsletter.

Artist's signature \_\_\_\_\_

Gallery attendant's signature \_\_\_\_\_

Date \_\_\_\_\_

Carole Sullivan, Executive Director [info@galenacenterforthearts.com](mailto:info@galenacenterforthearts.com)

Laura Primrose, Gallery Manager [gallerymanager@galenacenterforthearts.com](mailto:gallerymanager@galenacenterforthearts.com)