

blue line gallery

ROSEVILLE ARTS!

Gift Shop Consignment

Thank you for your interest in providing your art pieces on consignment in the Roseville Arts' Blue Line Gallery Gift Shop. The gift shop is managed by a committee of the Roseville Arts board of directors who have established guidelines for selection of items to be placed on consignment for sale in the shop.

In keeping with Roseville Arts mission: "Creating a vibrant community through the arts", the goal of the gift shop is to enhance the mission by fostering fine artists through sales while providing the community with quality, non-mass-produced items that are for the most part original pieces of art.

Submission Guidelines

First Saturday of every month 1– 5pm Blue Line Gallery, 405 Vernon St., Roseville

Artists submit items for review by the Gift Shop Committee. The items must be accompanied by:

Consignment Artist Contract

Detailed Record of Consignment (Detailed Inventory Sheet)

Review by Committee

The Gift Shop Committee will review submissions and notify the artist as to acceptability within two weeks of submission. Committee will jury all items based on quality, salability, uniqueness, space availability, and compatibility with current main gallery offerings.

Final Approval

Once approved by the committee, the Consignment Artist Contract and Record of Consignment (Detailed Inventory Sheet) will be signed by a Roseville Arts Executive. The artist will receive copies of both at which time the artist will be asked to pick up any items that are not accepted.

Attachments:

Consignment Artist Contract

Record of Consignment



Consignment Artist Contract

Artist Name _____ Address _____
City _____ State _____ Zip _____ Phone _____
E-Mail _____ Social Security# _____

- 1. Consignment:** The Artist consigns to Roseville Arts (RA) accepts on consignment the artworks listed on the *Record of Consignment* (hereafter the Artworks). RA will not permit the Artworks to be used for any other purpose than exhibition and sales without the consent of the Artist. Until the Artworks are sold, the Artist retains full ownership of the Artworks. In the event of the purchase of Artworks, the title shall pass directly from the Artist to the purchaser.
- 2. Warranty:** Artist warrants that they own the unencumbered title to the consigned Artworks and that their descriptions of the Artworks are true and accurate.
- 3. Duration of Consignment:** The Artist and RA agree that the initial term of consignment for Artworks is to be 90 days from receiving the Artworks. Thereafter, consignment may continue until the Artist requests the return of any or all of the unsold Artworks, or RA requests that the Artist takes back any or all of the unsold Artworks, with which request the other party shall comply promptly.
- 4. Transportation:** Packing and shipping charges, insurance costs, other handling expenses, and risk of loss or damage incurred in the delivery of Artworks to RA, shall be the responsibility of the Artist. Artworks are expected to be delivered to RA's Blue Line Gallery during the gallery working days and hours. RA will return Artworks from RA's Blue Line Gallery at RA's expense, in a manner that RA determines is appropriate. If Artist specified a particular manner of return, the cost of executing such particular directions, including RA's direct labor cost will be the responsibility of the Artist and paid for in advance by Artist. The risk of loss or damage incurred in the return of Artists to Artist shall be the responsibility of the Artist.
- 5. Promotion by Gallery:** RA shall make reasonable and good faith efforts to promote the sale of the Artworks and undertake other promotional activities to coordinate with planned exhibits. RA will install, dismantle, price, label and provide adequate display of the Artworks.
- 6. Promotion by Artist:** At the Artists' own expense, the Artist may wish to contribute to a promotional campaign during the exhibition of their Artworks. No expense that is agreed to be shared shall be incurred by either party without the prior consent of the other party as to the amount of the expense. After the exhibition time, any tangible property created in the course of the exhibition shall be the property of the party that paid for the expenses.
- 7. Copyright:** RA shall identify clearly all Artworks. Artist reserves all right to the reproduction of the Artworks except as noted in writing to the contrary.
- 8. Pricing:** Although it is a non-exclusive contract, Artist's suggested price is expected to be consistent with pricing outside RA. RA shall sell the works at the retail prices shown on the *Record of Consignment*. Any change in the retail price must be agreed to in advance by the Artist and RA.
- 9. Sale:** All RA sales are in US dollars. In addition to agreed retail price, applicable sale taxes will be added.. RA retains the right to make trade discounts up to 10% (percent) to such purchasers as members of RA. In the case of discount sales, the discount shall be deducted from RA's commission.

10. **Commissions:** RA and the artist agree that RA's commission is to be 40% from RA Members and 50% from Non-members of the retail price of each Artwork sold. Any change in RA's commission must be agreed to in advance in writing by the Artist and RA.

11. **Terms of Payment:** RA shall pay the Artist all proceeds due to the Artist within thirty days of the sale via check in \$US. No sales on approval (lay away) shall be made without consent of the Artist. RA agrees to bear all losses due to the failure of the customer's credit.

12. **Accounting:** RA will track Artist, title or product number sold, date of sale and sale price. The Artist shall have the right to inventory the Artist's Artworks on the premises and inspect books and records pertaining to sales of his/her Artworks.

13. **Removal From Gallery:** RA shall not lend out or remove from the premises any of the Artworks without first obtaining permission from the Artist.

14. **Loss or Damage:** Although RA has security policies and equipment in place, Artist understands and agrees that RA, its staff and volunteers are responsible for loss from any cause.

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15. **Termination of Contract:** This Agreement may be terminated at any time by either RA or the Artist by means of written notification of termination from either party or the other. Upon the notification of termination, all accounts shall be settled and all unsold Artworks shall be returned. In the event of the Artist's death, the estate of the Artist shall have the right to terminate the Agreement:

Artist's emergency contact: _____

I have read and understand the provisions of this agreement

Agreed and Accepted By;

Artist Signature: _____ Date: _____

Print/Type Artist Name _____

Signature RA Executive Director: _____ Date: _____

Print/Type RA Executive Director: _____



Artist Three Initials

RECORD OF CONSIGNMENT

The undersigned artist agrees to consign items listed below in Roseville Arts Blue Line Gallery Gift Shop. Roseville Arts will retain 40% of sales from Members, 50% of sales from Non-Members, and will collect applicable sales tax. The undersigned artist has entered into a contract with Roseville Arts and understands, and is in agreement with, its terms.

First Name _____ Middle In. _____ Last _____

Telephone _____ Email: _____

Address _____ City _____ State _____ Zip _____

Signed _____ Date _____

Received By _____ Date _____

FOR OFFICE USE ONLY

Item #	DETAILED Item Description	Retail Item Price	Date Entered	Date Sold	Date Removed	Paid	Tag
X	<i>Ceramic Bowl-Red & White glazes</i> (example)	\$00					
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

