

# Art Gallery of Bancroft Inc.

Box 398, 10 Flint Ave.. Bancroft, ON K0L 1C0



## Consignor:

Name: \_\_\_\_\_ Studio Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Consignor Code: \_\_\_\_\_ Consignor %: 65%

## Consignment Agreement

This agreement outlines conditions for the sale of work in the Gallery Shop of the Art Gallery of Bancroft.

### The Consignor:

- Is a current Member of the Art Gallery of Bancroft.
- Is responsible for providing detailed inventory descriptions to staff at the time of delivery.
- Determines the retail sale price for each item submitted.
- Agrees that a 35% commission fee on works sold will be retained by the Art Gallery of Bancroft
- Must ensure that work submitted is "Gallery Ready" (i.e. appropriate framing or finished edges and hanging mechanisms).
- Will submit a one page artist biography.
- Permits the Art Gallery of Bancroft to photograph work for archival, publicity, educational , reference purposes and online sales .
- Will provide a minimum of 48 hours' notice prior to removing work from the Art Gallery of Bancroft for any purpose.
- Understands that the Art Gallery of Bancroft may wish to refresh work in the Gallery Shop throughout the year and may contact the consignor to pick up unsold work.
- Agrees that any unsold work that is not picked up within 3 months of the initial Art Gallery of Bancroft request to remove the work shall become the property of the Art Gallery of Bancroft. Staff will make three contact attempts by phone and/or email prior to the work being transferred to Art Gallery of Bancroft inventory.

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## The Art Gallery of Bancroft:

- Is responsible for marketing the Gallery Shop in the Art Gallery of Bancroft and has the right to display work in the manner it sees fit.
- Agrees to pay the Consignor 65% of the retail price, regardless of any discounts it may offer (i.e. Member's Discount of 10%).
- Will issue consignment settlement payments the month following the sale of any items.
- Will provide the Consignor with a list of the consigned items upon entry into the system.
- Will be responsible for any inventory items that are lost or stolen.

I, the Consignor, hereby agree to the above terms and conditions.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

As a representative on behalf of the Art Gallery of Bancroft, I agree to the above terms and conditions:

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Volunteer Name: \_\_\_\_\_