



Artist Consignment Agreement

Artist (as it should appear for payment) _____ Date _____

Contact Name _____ Phone _____

Mailing Address _____ City _____ Zip _____

Email _____ Website _____

Social Media _____

We agree to the following terms:

1. The Jansen Art Center reserves the right to hang and/or display all consigned art.
2. All art will be for sale, unless exceptions are noted. The Artist will receive a commission split of 60% of the retail price and the Jansen Art Center will receive 40%. ***The Artist determines the retail price.***
3. The Jansen Art Center will assign an inventory number to each piece of work.
4. The Artist will supply unique labels and or tags to accompany their items. *Only retail prices may be written on unique tags.* The Jansen Art Center can supply generic labels at the request of the Artist.
5. The Artist may submit additional promotional materials, keeping in mind that space is very limited, and the shop manager will decide whether or not to display them. Information about materials used, tips for care, etc. are welcome as well.
6. The Artist is responsible for postage costs TO and FROM the Jansen Art Center, including insurance costs for all work.
7. Upon sale of consigned art, payment will be made by the 15th of the following month, so long as the payment amounts to a minimum of \$5. Any payments under \$5 will be made in December, to close the year balanced. Assigned inventory number(s) will be referenced with payment.

- 8. The Jansen Art Center assumes full responsibility for work lost, stolen, or damaged while in the gallery's possession from the date of delivery to the J, and continuing through 90 days (and extending 2 weeks from the email pickup reminder, if exceeding 90 days).
- 9. In the event that an item is damaged while consigned at the Jansen Art Center, the Gallery Shop Manager will contact the Artist to see if the damage can be repaired.
- 10. The work will remain at the J for a maximum of 90 days at the discretion of the Artist and/or the Jansen Art Center Gallery Shop, unless a longer term is mutually agreed upon. Artists will be sent a pickup reminder, and given two weeks to retrieve their work. If the work is not picked up within this designated window (or other terms requested and agreed upon), work will become property of the Jansen Art Center.
- 11. The Artist grants the Jansen Art Center permission to sell works of art through the Jansen Art Center website. Additionally the Artist grants the Jansen Art Center permission to photograph works of art for marketing and promotional material for print and online media use.
- 12. The Jansen Art Center reserves the right to offer discounts to staff, volunteers, and members of the Jansen Art Center. All discounts will be taken from the Jansen Art Center's 40% commission, and will not affect the original agreed upon 60% to be paid to the Artist.
- 13. The Jansen Art Center will attempt to share with the Artist, the buyer name and contact info on all sales in excess of \$250. Additionally, the Jansen Staff and Gift Shop volunteers will work to be familiar with artwork and will actively promote and sell the work.

I consent to the terms and conditions of this consignment agreement as stated above,

_____	_____	_____	_____
Artist Signature	Date	Gallery Shop Manager	Date