



ARTS LONGMONT GIFT SHOP CONSIGNMENT AGREEMENT – Tier 1 STAFFING

ARTIST NAME: _____ PHONE: _____

CONSIGNMENT TERM: _____

DROP OFF DATE: _____ by _____ PICK UP DATE: _____ week of _____

COMMISSIONS: TO ARTIST: 70 % TO ARTS LONGMONT GALLERY: 30 %

This Agreement is between the above named Artist ("Artist") and Arts Longmont. The Sponsoring Venue ("Venue") refers to any venue, including the Arts Longmont Gallery, hosting Arts Longmont exhibits or events. To consign works for Arts Longmont exhibits or event, the Artist must agree to the terms of this agreement. Please read and initial each of the following acknowledging your understanding and agreement with the terms herein.

- I understand that I will staff the gallery for one 3 hour shift per month of my consignment term, unless I am already doing so as part of my Tier 1 Resident Gallery Artist agreement. If my gift shop consignment term is for dates outside the term of my artwork residency in the main gallery, I understand I will staff one 3 hour shift per month that I am not residing in the main gallery.
Title to work consigned under this agreement is reserved to the Artist. In the event of the purchase of work, title shall pass directly from Artist to Purchaser upon full payment.
I understand that my works must be delivered ready for display:
- 2-dimensional works must be suitably framed for display with a sturdy wire for hook installation;
- 3-dimensional works should have suitable bases to display work if works cannot sit upright by design;
- Jewelry and similar artists may bring display platforms, racks or similar to display.
- All Jewelry pieces must be marked with pricing and size if applicable.
I understand that I am responsible for delivering all works to the Arts Longmont Gallery or the sponsor business at the date and time designated by the Coordinator. If unable to do so, I will make specific arrangements for delivery with the person ("Agent") of my choice, and that I MUST notify Arts Longmont in writing with the name of the agent who will deliver the works. [Email is an acceptable notification.]
If my work is sold during the term of this agreement, I understand that I am responsible to exchange work at the agreed date and time designated by the Coordinator.
I understand that I am responsible for picking up works at the date and time designated by the Coordinator. If unable to do so, I will make specific arrangements for an Agent to pick up works, and I understand that I MUST notify Arts Longmont in
During the term of the consignment, I understand that UNDER NO CIRCUMSTANCES may my Agent or I remove or exchange works without prior arrangements with a representative of Arts Longmont. I understand that an Arts Longmont representative must be present at the time of drop off, exchange or removal of work. I will arrange to bring in new work to switch out every two months, or within the time-frames of exhibit changes during the term of my consignment dates.
I understand that the Exhibit Coordinator(s) retains the right to accept or reject works submitted at the time of drop off and/or exchange. This decision is at the sole discretion of the Coordinator(s). Artist may bring a reasonable number of extra works for selection at time of drop off or exchange.
I understand that I am responsible to insure my works during the term of this agreement. I understand that neither Arts Longmont nor the exhibit Venue shall be liable for loss or damage to any works from the date of delivery to the date of the pick up by artist or purchaser.
I understand that if my work should sell after the end of the exhibit as a result of purchaser seeing work in the gallery, I will pay Arts Longmont a commission of 10% from sale.

I have read, understand and agree to the terms of this agreement.

ARTIST SIGNATURE _____ DATE _____ ARTS LONGMONT REPRESENTATIVE _____ DATE _____

