

THE ART CENTER OF CORPUS CHRISTI
(September 2007 Revision)
GIFT GALLERY ARTIST CONSIGNMENT CONTRACT

ARTIST'S NAME _____ Artist's #: _____

ADDRESS _____ CITY _____ State _____ Zip _____

E-MAIL ADDRESS _____ type of work: _____

SOCIAL SECURITY# _____ Phone _____

The right to sell agreement between the undersigned and The Art Center of Corpus Christi for property listed on the artist's inventory sheet is exclusive and irrevocable. It is understood that the property is offered for sale on the following terms: [Acceptance or rejection of work is always at the discretion of the Gift Gallery Manager &/or the Committee. Both are determined by a. Quality of work; b. Salability in this market; c. Space available in the Gift Gallery d. Presentation e. Originality, f. and Uniqueness of style.)

1. Artist will provide an initial inventory according to Art Center specifications, including an artist's number assigned by the Gift Gallery manager. Both the inventory sheet and the item must contain the item number and price which includes the amount to be paid to the Art Center. The artist must comply with policies & procedures established by the Gift Gallery manager. (these policies and procedures insure efficiency in the Gift Gallery)
2. The inventory list will be updated by the artist when inventory is delivered and removed. A full inventory check should be conducted by the artist on a 3-month basis.
3. Checks to the artist will be issued by the 10th of the month following the sale.
4. The Art Center will retain a 40% commission of the retail price.
5. If the artist brings work in for the purpose of demonstration and that work sells, the work goes into the Gift Gallery inventory and the percentage paid to the Art Center is 30% or 40%, depending on whether or not the Artist is a volunteer. If we have a special sale in the Art Center or in another location under the auspices of the Art Center Gift Gallery, these same percentages apply.
6. Artists whose inventory is not showing significant sales within 90 days may be asked to replace or remove their items. At the end of 90 days, the work will be **A. be replaced or removed _____** or **B. be automatically reduced in price by 20% for a period of 3 months _____**. **The work will be removed/replaced if it hasn't sold after being in the Gift Gallery for a total of 6 months. (Please initial the procedure you wish to follow.)**
7. **Articles left 30 days after "written notice to retrieve" become property of the Art Center.**
8. **EVERY EFFORT WILL BE MADE TO GUARD AGAINST DAMAGE AND THEFT. HOWEVER, THE ART CENTER CANNOT AND WILL NOT BE HELD RESPONSIBLE FOR LOSSES.**
9. We recommend artist supply a brief biography and photograph for promotional purposes.
10. Artist agrees to keep a current Art Center Membership, and will agree to remove artwork within 30 days in the case of membership expiration.
11. Work submitted must be done by the artist only.
12. All work must be handmade by the artist. Reproductions of the artist's work by the artist are acceptable at the discretion of the Gift Gallery Manager.

ARTIST'S SIGNATURE: _____ **DATE:** _____

ART CENTER STAFF: _____ **DATE:** _____