



LAKE EFFECT Art Gallery
Manistique, Michigan

Student Consignor Contract

Agreement made as of this day _____ between the Consignor Student who hereby accepts and agrees to abide by the policies of the Lake Effect Art Gallery, hereafter referred to as "The Gallery".

Consignor's Name _____ Inventory Code _____
Address _____

Phone _____ email _____

Terms and Termination

This agreement shall have a term of 1 year, May 1st – April 30th. Termination at any time by mutual consent and with 30 day written notice is effective upon signing and dating of the contract. On termination, all works consigned shall immediately become the responsibility of the artist.

Consignment Terms

Upon signing this contract, the consignor is entitled to have items placed on display in The Gallery, as space permits. The Gallery reserves the right to limit the number of items displayed. All of the consignors' items might not be displayed at one time. Placement within the Gallery will be at the discretion of the Gallery's Board. The Gallery Board will always take into consideration items subject to sun, traffic and handling in placement location within The Gallery.

The Gallery shall retain a percent of the retail sale of 10% for student artists.

The Consignor, at the time of delivery of items to The Gallery, will present the Gallery with the following required items:

- Completed and signed Contract
- Completed Inventory Form
- Clearly label each piece of artwork with the inventory code and the sales price.
 - Your inventory code must be unique. Check with the gallery for your code approval before labeling your work.
 - Use your code, dash, item number, e.g. MF-1
- Use whole dollar amounts when pricing your work (no cents).

A consignor desiring to remove any of their inventory, temporarily or permanently, must notify the Gallery Manager one week in advance of removal.

The Gallery Board reserves the right to request the removal from the Gallery of any item. The Consignor agrees to pick up such items within two weeks of notification.

Consignors submitting an item substantially different from previously approved items must have them juried before acceptance.

Delivery and Pick-up of artwork is the responsibility of the consignor. All items must be picked up on assigned Pick-Up Day unless previous arrangements have been made.

Consignment Contract (cont.)

The Gallery will use reasonable care in handling items, but is not responsible for breakage, soiling or damaging of items. The Gallery assumes no responsibility for artwork. The Consignor must assume all losses to their artwork.

Accounting

The Gallery shall sell the works at the retail price shown on the Inventory Form.

The Gallery shall furnish the Consignor with an accounting statement once a month via email. Consignors who don't have email must supply a self addressed envelope to the Treasurer if they want their accounting statements mailed to them. Each statement shall state each work sold during the accounting period and include the following information: inventory code and description, sale price, and the amount due the consignor. Statements will only be sent to Consignors who have sales for that month.

The Gallery shall pay the Consignor all proceeds due to the Consignor once a month. No sales on approval or terms shall be made without consent of the Consignor.

Consignor's Name (printed) _____

Consignor's Signature _____

Date _____

Parent's Signature _____

Date _____

Teacher's Signature _____

Date _____

Lake Effect Art Gallery Board Member Signature

Date _____

Gallery President, Carol Peterson 906-341-6416

gallery@lakeeffectarts.org

www.lakeeffectartgallery.com