

Depot Art Gallery  
Littleton Fine Arts Guild  
2069 W. Powers Ave.  
Littleton Co 80120

September 2016

Dear Consigner:

As a quality craftsman, you are invited by the Depot Art Gallery to participate in our annual Holiday Express Art and Crafts Show. The Depot is housed in an historic train station located behind the courthouse and Buck Recreation Center in Littleton. Along with this invitation, you will find a contract for consignment sales during the show and an inventory sheet to fill out for delivery of your items.

Details:

1. The entry fee for consignors is only \$25.00.
2. The Littleton Fine Arts Guild will retain 30% commission on all sales during the show.
3. Show dates are November 8 to December 31, 2016.
4. Delivery of items will be Monday, November 7, from 3-6 pm.
5. Pick up of items will be Monday, January 2, 2017, from 4-6 pm, (unless other arrangements are made.)
6. The Depot Art Gallery will be open Tuesdays through Saturdays from 10-5, and Sundays from 11-4; we are closed on Mondays.

We seek original, high quality, moderately priced goods. The Depot Art Gallery reserves the right to refuse any work deemed unsuitable. Due to space limitations and other considerations, we also reserve the right to limit quantities of items. ***No framed/finished 2-D artwork or cards will be accepted.***

We hope you will decide to participate in this show. For more information, call or email me, Sally Van Der Kamp, at [svj3@comcast.net](mailto:svj3@comcast.net) or **303-819-0088**. You will also find information and entry forms on our website: [www.DepotArtGallery.org](http://www.DepotArtGallery.org). Please stop by and see the gallery, during the hours listed above.

To reserve your spot, please return this Consignment Contract and the \$25 (non-refundable) fee, payable to The Depot Art Gallery to the address above or to:

Sally Van Der Kamp  
17950 E. Dorado Dr.  
Centennial CO 80015

**Deadline for entry is Friday, November 4, 2016.**

Sincerely,

Sally Van Der Kamp, Show Chair

# Depot Art Gallery Holiday Express Consignment Contract

This contract is between the Littleton Fine Arts Guild (DBA The Depot Art Gallery) and

\_\_\_\_\_. (Consignor)

1. THE SHOW: will be held at the Depot Art Gallery, 2069 W. Powers Ave. Littleton, CO 80120 from **November 8, 2014 until December 31, 2016**.
2. EXHIBIT WORK: The Consignor shall supply, on consignment, original, handcrafted items for sale in the show.
3. DELIVERY OF WORK: The Consignor shall pay in advance, the \$25 non-refundable entry fee and deliver items to The Depot Art Gallery on **Monday, November 7, 2016, between 3-6 pm**. Subsequent delivery for restocking shall be made upon request of the gallery. New items so delivered must be inventoried in accordance with items #4 and #5 below.
4. IDENTIFICATION OF WORK: Each item to be sold must be CLEARLY marked, with a securely attached tag or sticker. Each tag or sticker MUST contain the Consignor's name, inventory number and price (including commission).
5. INVENTORY SHEETS: The Consignor will complete the inventory sheets provided by the Depot. Each sheet must contain an inventory number (matching each item), and the description and price of each item entered into the show. The date, Consignor's name, address, email and phone number are to be clearly included on the inventory sheets. The Consignor is encouraged to make a copy of the inventory forms prior to submittal and the delivery of the items and inventory form to the Depot.
6. PICK UP OF WORKS: The Consignor shall pick up unsold items from The Depot on **January 2, 2017, from 4-6 pm**, unless other arrangements have been made prior to this time. The Littleton Fine Arts Guild is not responsible for unclaimed items.
7. COMMISSION: The Depot will withhold **30% commission** on the sale price of each item sold during the show. The Depot will be responsible for sales and collection of taxes on all items sold during the show.
8. INSURANCE: The Depot does not carry insurance on the contents of The Depot. It is the responsibility of the Consignor to insure his/her work if deemed necessary by the Consignor.
9. OTHER: Items deemed inappropriate by The Depot will not be accepted into the show. Images of items for sale may be used for publicity purposes, with or without attribution.

CONSIGNOR \_\_\_\_\_ (Please Print Clearly)

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL \_\_\_\_\_

TYPE OF WORK ENTERED \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SHOW CHAIR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_