

October, 2017

Depot Art Gallery
Littleton Fine Arts Guild
2069 W. Powers Ave.
Littleton 80120
(303) 795-0781



Dear Consigner:

As a quality craftsperson, 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 the 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 complete for delivery of your items.

Details:

1. The entry fee for consigners is \$25.
2. The Littleton Fine Arts Guild will retain 30% commission on all sales during the show.
3. Show dates are November 14 through December 30, 2017.
4. Delivery of items: Monday, November 13 from 1:00 – 3:00 p.m.
5. Pick up of unsold items: Sunday, December 31 from 12:00 noon – 4:00 p.m.
6. The Depot will be open during regular business hours Tuesday through Saturday 10-5 and Sunday 11:00 – 4:00. The gallery will be staffed by members of the Littleton Fine Art Guild.

We seek original and 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 decide to participate in this show. For more information, call or email Carol Broere at (303) 795-7467 carol@bestclay.com or Renee Ziccardi at (303) 738-1750 dmrziccardi@msn.com. You will find information and entry forms on our website (www.DepotArtGallery.org) Please stop by and see the Depot Art 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 mail to Carol Broere at 1505 W. Berry Ave., Littleton 80120.

Deadline for Entry is Sunday, October 29, 2017.

Thank you,

Carol Broere and Renee Ziccardi, Show Chairladies

Depot Art Gallery 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 West Powers Ave, Littleton, CO 80120 from November 14 2017 until December 30, 2017
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 their items to the Depot Art Gallery on Monday November 13, 2017 from 1:00-3:00 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 full name, inventory number, and price (including commission).
5. INVENTORY SHEETS: The Consignor will complete the inventory sheets/forms 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 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 Sunday December 31, 2017 from 12:00 noon to 4:00 pm unless other arrangements have been made prior to this time. The Littleton Fine Arts Guild is not responsible for unclaimed items. Pick-up and delivery is the sole responsibility of The Consignor.
7. COMMISSION: The Depot will withhold 30% commission of the sale price of each item sold during the show. The Depot will be responsible for sales and collection of taxes for 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. The Depot will not be responsible for arts/crafts in the gallery and is not liable for damage, theft, injury, or other loss. All such risk remains a risk assumed by the Artist/Consignor

CONSIGNOR _____ (Please Print Clearly)

ADDRESS _____ PHONE _____

CITY _____ STATE _____ ZIP _____

EMAIL _____

TYPE OF WORK ENTERED _____

SIGNATURE _____

_____ Date _____

Show Chair Signature _____ Date _____

