

## Depot Art Gallery Holiday Express Consignment Contract

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

\_\_\_\_\_. (Consigner)

1. **THE SHOW:** will be held at the Depot Art Gallery, 2069 W. Powers Ave, Littleton, CO 80102 from **November 4, 2015 until December 27, 2015.**
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 2, 2015, between 3-6 p.m.** 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 encourage 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 **December 27, 2015, from 4-6 p.m.,** 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 permission.

CONSIGNOR (Please print Clearly)\_\_\_\_\_

ADDRESS\_\_\_\_\_PHONE\_\_\_\_\_

CITY\_\_\_\_\_STATE\_\_\_\_\_ZIP\_\_\_\_\_

EMAIL\_\_\_\_\_

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

SIGNATURE\_\_\_\_\_DATE\_\_\_\_\_

SHOW CHAIR SIGNATURE\_\_\_\_\_DATE\_\_\_\_\_