

ARTS PRESCOTT COOPERATIVE GALLERY

134 S. Montezuma Street

Prescott, AZ 86301

928-776-7717 artsprescott@gmail.com

APPLICATION FOR CONSIGNMENT ARTIST PROGRAM

Name _____ PH _____

Email Address _____

Medium/Description _____

Referred by _____

References(3) _____

Website address (if applicable) _____

Please submit this form, an artist statement describing your work, where you are selling currently or previously, at least 5 photographs of your work, and a SASE to the above address to the attention of "Quality Control Committee Chairperson." Your photos must be representative of the kind of work you are intending to sell as a consignment artist. Indicate below the following pertinent information regarding your photographed work:

	Retail price	Size/dimensions	materials/technique
Photo #1	_____	_____	_____
Photo #2	_____	_____	_____
Photo #3	_____	_____	_____
Photo #4	_____	_____	_____
Photo #5	_____	_____	_____

If you have any other information you feel is pertinent, please feel free to include it with this Application for Consignment Artist. If you are wishing to sell in more than one medium, please submit a separate set of photos along with a separate copy of this form for each medium.

Thank you for your interest in Arts Prescott Cooperative Gallery.

CONSIGNMENT ARTIST GUIDELINES and PROCEDURE

To apply for the Consignment Artist Program at Arts Prescott Cooperative Gallery, an interested artist must pick up an application form at the Gallery or print one from our website: www.artsprescott.com Photos and a description of your work must be submitted to the Quality Control Committee at the Gallery for acceptance into the program. Instructions are on the Application form itself.

REQUIREMENTS FOR CONSIDERATION

If accepted, an Artist must be able to personally meet with their assigned Consignee's (Gallery) Monitor at the commencement date of their Consignment Artist Agreement to set up their display in the Gallery.

At the end of their initial Consignment Artist Agreement the Artist must be available to pick up their work and sign off on their inventory sheet with their Monitor. If an extension is granted, the Artist will initial the Extension Agreement. The duration of most Consignment Artist Agreements ranges from 3-6 months.

Throughout the duration of the Consignment Agreement period, the Artist will provide replacements for works of art as they are sold.

The Artist agrees to notify the Gallery of locations where the artist's work is currently being sold.

The Artist understands that the Artist to Gallery split for sales is 60% to the Artist, and 40% to the Gallery.

The Artist understands that they will be responsible for providing, at their own expense, artist's business cards and /or brochures or handouts for customers. The more a visitor can understand your work while standing in front of it without the need for verbal explanation, the more easily your work will sell. Although not required, signage, to some degree may be effective.

The Artist understands that he/she will need to acquire their own personal insurance for their artwork while it is in the gallery. The Gallery will take due care to prevent loss, theft, fire, or other damage to the artwork, but will not be held responsible should lose or damage, etc. occur.

The Artist may wish to supply special props for selling their work. The Gallery has a limited supply of pedestals, glass boxes/ shelves, etc. for display items. However, these materials may or may not be available when you are needing them. Once accepted as a Consignment Artist, you and your Monitor will decide on the best way to display your work. You may need to provide some or all your display props.

Your actual inventory of work must be consistent with that which you were accepted with during your Quality Control interview. All work must be professionally finished and ready to sell. All work must be tagged with your assigned artist code, inventory number, and retail price prior to bringing your work into the gallery. All prices on framed artworks includes the frame. No work will be sold “without the frame.” For example, if it is displayed with a frame, then it is sold with the frame. All matting and framing, including loose prints must be presented in a profession manner.

The Gallery feels that the artist knows best how to pack and protect their work for shipping. Section 10 of the Consignment Artists Agreement lays out possible options for how shipping may be handled. The Monitor and the Artist should discuss these options and attach an addendum to the Consignment Agreement, if necessary, spelling out any unusual requirements for shipping. This should be handled prior to completion of the Agreement, and prior to bringing your work into the gallery.

Consignment artists are not allowed in the sales counter area. Only member artists may handle business and customer transactions.

Artist will receive their portion of sales (60%) on the first day of the month following the sale.

If you have further questions or considerations, do not hesitate to reach out to us.
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