



## Hanover Area Arts Guild Artist's Consignment Agreement

**Hanover Area Arts Guild (HAAG) members, as a benefit of membership, may display their work in the gallery. Member artists should read the following terms and conditions before submitting work for display. The artist's signature will indicate agreement with and intent to adhere to all terms listed below. Submit this form to HAAG when completed. We will make a copy for you.**

Name of Artist (print) \_\_\_\_\_

Artist # (assigned by the gallery desk staff) \_\_\_\_\_

Membership dues have been paid in full (staff initials) \_\_\_\_\_

1. The **Artist** confirms, by signing below, that all artwork submitted for display is her or his original creation. Art that is a copy of work by another artist, or is a copy of a copyright protected image, is not acceptable. *See the attached list of standards for more information.*
2. Upon delivery, the **Artist** will enter information as required in the Inventory binder, located at the gallery counter/desk area. **Artist** will enter the information on the page designated with his or her name and artist's number. The **Artist** agrees to keep this information current as new works are delivered or others removed. The gallery staff will note sold items on these pages.
3. The **Artist** agrees to assign a reasonable retail price to art for sale. All art work on display must be for sale. Exceptions may be made for art work displayed as "Artist of the Month" or in some special exhibits. Exceptions require HAAG Board approval.
4. The **Artist** agrees that HAAG will retain 20% of any work priced \$100 or less, and 30% of any work priced over \$100. The **Artist** should take this into account when pricing work. In the event of a sale, **HAAG** will send payment to the artist within 30 days.
5. The **Artist** will be responsible for delivering artwork that is properly prepared for display. *See the list of standards for information regarding both two- and three-dimensional objects.* **HAAG** reserves the right to refuse to display work that is not properly prepared.
6. The **Artist** may remove consigned artwork at any time, except in special exhibits as designated by **HAAG**. For example, work must remain on display for the duration of the Annual Fall Show for Members, and the Spring Show. **HAAG** reserves the right to make this determination. If the **Artist** removes work, the gallery staff must be notified and the Inventory Book must be updated.
7. Once a retail price for a work of art is listed in the Inventory Book, it cannot be changed without the direct permission of the **Artist**. Please note that, while HAAG maintains insurance coverage for consigned work, it is the Artist's responsibility to provide substantiation for its claimed value.
8. **HAAG** assumes responsibility for any artwork that is lost, stolen, or damaged while in HAAG's documented possession (i.e. this document is signed and has been submitted to HAAG, and the work in question has been properly listed in the Inventory binder).
9. Copyright and reproduction rights remain exclusively in the control of the **Artist**. **HAAG** assumes no responsibility in these matters.
10. The **Artist** agrees to allow **HAAG** to photograph work on display for publicity and promotional purposes.

**I have read and agree to the terms listed above and to the attached list of standards.**

\_\_\_\_\_  
Member Artist's Signature

\_\_\_\_\_  
Date