**Participating Artists in The Artist Window Gallery**

**Consignment Agreement**

**The purpose of the Artist Window Gallery:**

To showcase high quality local original artwork, jewellery, and sculpture. To build a community of established artists that will collectively contribute time and energy to represent each other during Village hours and Festivals.

**PLEASE MAKE SURE YOU SUBMIT THE FORM ON THE WEBSITE WITH YOUR BANK ACCOUNT SO WE CAN PAY YOU; AND KEEP A COPY OF THIS AGREEMENT.**

**Consignment Agreement**

* **The artist (consignee)** will submit artwork, jewellery or merchandise for sale in The Artist Window Gallery.
* Any reproduction art prints submitted to the gallery will be exclusive to the gallery and will not be displayed for sale in any other retail space in the Historic Village.
* Please note the artwork will be curated and hung/displayed with as fair as a representation as possible, however this is also space appropriate and as such there is a standardised limit for each artist.
* We also reserve the right to not select items that are unsuitable for sale/display.

**1. Inventory list/labels and Presentation:**

* The artist needs to make sure their works are listed individually on their own inventory sheet. This is stored in the artist ledger. **You will need to complete this before leaving any work.** This list has your artworks, titles, and prices and your specific code.
* All works must have a swing tag attached with the artist’s name, price, title, and code. Some pieces may require a sticky label with same information (ie prints).
* Further presentation requirements can be found in the document “Welcome to New Artists”.

**2**. **Transportation responsibilities:**

* Packing and shipping charges, insurance costs and risk of loss or damage incurred in the delivery of items from the artist (consignee) to The Artist Window arethe responsibility of the consignee.

**3. Insurance:**

* The Artist Window Gallery is not responsible for any damage, theft, or insurance coverage of any consigned items.
* We suggest Artists attain their own insurance coverage of all their works.

**4. Commission/Pricing:**

* Commission is 30% of the retail price of the Artwork, /jewellery or merchandise
* The Commission is taxable for Goods and Services Tax (GST) at 15% on the amount of the commission payment only.
* The Gallery will sell artwork/products at the retail price specified on the inventory sheet in the artists ledger, that will be set by the artist (consignee).
* Please consider the commission rate when setting your prices.
* We expect an honesty system regarding the payment of commission if the work has been viewed from the Artist Window Gallery leading to a sale later.
* Please note a higher commission rate (40%) is chargeable to certain artists who for medical or special circumstances are unable to represent in person. By special dispensation agreed by management.

**5. Sales:**

* Payments are accepted through eftpos and small payments can be accepted in cash. For security reasons we avoid holding large amounts of cash on the premises.
* No sales are to be processed through private bank accounts.

**6. Terms of Payment:**

* The sales register will be collated at the end of each month and the artist consignee will be paid out within the next month.
* Payment will be by direct bank transfer to the artists account as submitted on the website.

**7. Roster Responsibilities:**

* There is an expectation that artists will commit to spending some time in the gallery as an exchange of energy.
* Further information on roster systems, outline of duties and required gallery days are outlined in the documents “Welcome to New Artists” and “Instructions for Roster Duty”
* Please note a higher commission rate (40%) is chargeable to certain artists who for medical or special circumstances are unable to represent in person. By special dispensation agreed by management.

**8. Promotion:**

* The Incubator Creative Hub will do their best to promote the gallery space, profile artists throughout the website and on social media platforms and with newsletters and press engagement.
* Artists are also expected to share and promote. Taking photos whilst on roster is encouraged with posting and tagging the Artist Window Gallery on Facebook and Instagram.
* Artists will provide a short bio and photo of themselves as submitted on the website form or via email to [exhibitions@theincubator.co.nz](mailto:exhibitions@theincubator.co.nz) . This is so we can profile them on social media, web, and press and to have the information available for potential buyers to view.
* The Artist Window Gallery reserve all rights to use the images of works for social media purposes only, unless otherwise specified by the artist.

9. **Further Documents:**

* More information is available in the following documents:
  + - Welcome to New Artists
    - Instructions for Roster Duty

In accepting this agreement, you agree to abide with these two documents. Any updates to these documents can be found in the artists ledger kept in The Artists Window Gallery.