

THE ARTS CENTER • ARTSHOP
CONSIGNMENT POLICY AGREEMENT

The Arts Center: What matters most... is fostering creativity, engagement with the arts to inspire personal growth, and community well-being. The Center houses three exhibit spaces: The Arts Center ArtShop, the smaller Corrine Woodman Gallery and a major Exhibition Gallery. The Galleries and the ArtShop are open to the public Tuesday through Saturday, noon to 5 PM. During special events The Arts Center extends its hours.

Sales and Commission: Work is accepted for sale at the Arts Center ArtShop on a consignment basis; the Shop receives a 50% commission of the retail price. The artist must establish the retail price on an inventory or consignment list or form.

Artists' payments will be made when their accumulated total commission is at least \$10. If the payment amount does not reach \$10 during a given month, payments will be made after the end of every fiscal quarter (3/31, 06/30, 09/30, and 12/31). Artists will receive payment by 30 days after the end of the appropriate payment period.

Insurance: The Arts Center ArtShop maintains an insurance policy against damaged work while in its custody for 50% of the retail price. However, The Arts Center ArtShop cannot be held liable for breakage or damage occurring to work which can be directly attributed to structural inconsistencies, weakness, or design flaws.

Loss or Theft: The Arts Center ArtShop will take utmost care in administration of inventory and sales. The artist is required to supply a full list of inventory and prices with merchandise to accommodate this. In case of theft and/or loss The Arts Center ArtShop will reimburse the artist for the for 50% of the retail price.

Art work rotation/renewal: Artists may be requested to add new work once every three months and/or remove previously consigned work on the request of the manager. Items left at the Shop longer than 4 weeks after a request for removal will be considered ignored, these items may be sold at a reduced price; the 50/50 percent split will be computed on the reduced price. *** With the exception of direct communication and other arrangements with the ArtShop manager, art work left at the shop longer than 3 months after request for removal will be considered abandoned.

Contact information: It is the responsibility of the artist to update the ArtShop with contact information: address, phone number, or email changes.

Termination: This agreement may be terminated at any time by The Arts Center or by written notice of the artists.

***This contract must be accompanied by a completed IRS W-9 Form, unless we already have one on file.

I agree to the above stated terms and conditions: W-9 on file Date: _____

Name: _____

Address: _____ City: _____ State, Zip: _____

Email address: _____ Phone #: _____

Check payable to (must match name on W-9 form): _____

Artist Signature: _____



ArtShop
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