



ARTIST CONSIGNMENT POLICIES

Please read the following policies carefully.

Current Pro Arts members are encouraged to submit a Gallery Store Submission Form for consideration. Upon selection, Pro Arts will contact the artist to schedule an appointment for consignment.

Artwork: When dropping off art work accepted for the Gallery Store, the artist must complete a Consignment Form. As owner, the artist establishes the price. Pro Arts is available to consult and offer resources in order to assure that the work is priced at fair market value. Each piece will be assigned an Artist Code and Item Number.

All art work must look clean, professional and ready for sale.

- All artwork must be identified with:
 - Artist's full name
 - Title of work
- Pro Arts encourages artists to include the following information with each piece:
 - Explanatory text
 - Business cards/Contact information
- Stable hangers are mandatory for framed pieces.
- Unframed works must be in clear sleeves.
- Mattes must be clean and undamaged.
- Two-dimensional pieces must not exceed 24" x 36".

Payment: For the artwork sold Pro Arts will pay the artist the wholesale price (60% of the retail price) listed by the artist on the Consignment Form. Payment will be mailed within 30 days to all artists who retrieve and reconcile their sales. Pro Arts' commission is 40% of the retail price unless otherwise agreed upon at the time of consignment.

Pick up: Consignment periods last 90 calendar days unless otherwise agreed upon by Pro Arts and the artist. Pro Arts reserves the right to rotate work based on the needs of the gallery and space availability.

Artists must retrieve unsold work during specified pick up hours. All works not picked up as scheduled are subject to a handling fee of \$5 per day. Works not retrieved after 30 days become the property of Pro Arts.

Liability: Completion of the Gallery Store Submission Form does not guarantee inclusion in the Gallery Store. Artist whose work is selected owns the pieces until it is sold by Pro Arts. All works will be handled with professional care. Pro Arts limits liability for damage of artwork from handling, viewing and exhibition use during the consignment period. Pro Arts is not responsible for damage or loss that occurs prior to, during or after expiration of the consignment period. Artist shall at all times maintain appropriate property and loss insurance coverage on any consigned items to protect Artist against damage or loss to such consigned goods. ***The artist agrees to the aforementioned policies by signing and dating the Consignment Form under the supervision of Pro Arts Staff.***