



Dansville ArtWorks Consignment Shop Submission Form Sept 2017 – Dec 2017

Dansville ArtWorks offers two-month consignment term beginning the 1st of each month.

Applications due	15 th of the month prior to term start date
Notification of decisions	By the 20 th of the month
Delivery of items	TBD
Term begins	1st of the month
Term ends	Last day of month 2 of term
Unsold item pick up	TBD

Example, to consign for September 1 – October 31 time period, applications are due August 15 and notification of decisions will be made by August 20.

Consigning with Dansville ArtWorks

Local artisans are encouraged to consign with Dansville ArtWorks in its new location at 153 Main Street for a term of approximately two months.

In addition to the \$25 participation fee, Dansville ArtWorks will retain 25% commission on all sales. Selected artisans will not be required to volunteer time in the shop, and sales tax will be handled by Dansville ArtWorks. Checks will be issued to artists within 10 business days of the end of the consignment term. Work must be delivered in person during delivery days and picked up on the pick-up day. Items must be delivered during designated drop off times. Any artist leaving items without receipt from a Dansville ArtWorks representative assumes all risk and responsibility for items. If you have a hardship, please contact dansvilleartworks@gmail.com.

In the consignment space, Dansville ArtWorks aims to ensure there is a selection of high quality, hand crafted art work in a variety of media with a varied price range. Dansville ArtWorks reserves the right to limit the number of submissions in a particular category based on the item quality, price, and order of submission.

If a consigning artist does not sell at least 10% of submitted items during the two-month term, the artist may be asked to take a hiatus from consigning for a consecutive term.

Due to limited storage space at Dansville ArtWorks, we can only consign 20 items for the category to which the artist is accepted. If a significant number of items sells (over 25%) or if there is a request for certain items to be restocked for an order, Dansville ArtWorks will contact the consigning artist to drop off additional pieces. Artists should not bring additional work in without a request from Dansville ArtWorks, and items should not be swapped out without advanced notice and agreement with Dansville ArtWorks.

Guidelines for Submitting Items

- Accepted consignors can submit up to 20 items for the accepted category. Dansville ArtWorks will put as many out on display as possible at one time.
- Open to fine artists and craft artisans. All work must be original, high quality, hand crafted, and executed by the submitting artist. No kits or buy/sell. No food items are allowed to be sold in this space.
- Items must be ready to hang (2D items should have wire for hanging on back; high quality matted prints with board backing in plastic sleeves for print racks are also acceptable) or ready to display (stands, etc.).
- All items must be family friendly. If you are not sure, then it probably is not.
- All items must be tagged with prices, titles, and artist name. Tags should also include an inventory code that matches the inventory sheet. Artist inventory code is C followed by artist initials (3) and item number. For example, Betty Olivia Boop's 6th item on the list is "C-BOB6."
- Participating artisans must be 18 years of age or older.
- Please email up to 3 photos to demonstrate your artwork to be considered for consignment and for use in marketing to dansvilleartworks@gmail.com and sign the photo release section of the Registration Form.
- Submit brief bio/info about your process.

Entry Fee

- A participation fee of \$25 is due along with Consignment Submission Form. Please make checks payable to "Dansville ArtWorks." Checks returned for insufficient funds or closed accounts will be subject to \$30 service charge in addition to amount of check. Artists not selected will have the participation fee returned.
- Registration forms can be emailed to dansvilleartworks@gmail.com, but registration is not complete until the payment is received.
- Please submit form and payment by the 15th of the month prior to the new consignment term. Notification of submission decisions will be made by the 20th day of the month, before the new terms begins.
- If you are interested in volunteering, artists who volunteer one shift per month (2 – 3 hours per shift) of their consignment period (not including a required training shift) will have their submission fees reimbursed at the end of their term. Thus, one two-hour training shift plus two other shifts during the consignment term.



Dansville ArtWorks Consignment Shop Submission Form

Artist Name: _____ Email: _____

Business Name (if applicable): _____ Bio provided:

Address: _____ Phone: _____

Website: _____ Social Security number (required): _____
Artists earning more than \$600 in any calendar year will be issued a 1099 by January 30 of the following year for tax reporting purposes.

Consignment Term Start Date (check one):

- September 1 (time frame includes Grand Re-Opening, Balloon Festival weekend, Columbus Day weekend)
 October 1 (time frame includes Columbus Day weekend, Black Friday, Small Business Saturday)
 November 1 (time frame includes Black Friday, Small Business Saturday, Winter in the Village)
 December 1 (time frame includes Winter in the Village, Student Art Showcase - January)

Select One Category:

Fine Art

Mixed Media Painting Photography Sculpture
 Other (describe) _____

Artisan:

Ceramic Fiber Glass Jewelry Leather
 Metal Wood Other (describe) _____

Artist Agreement:

I understand that I will be required to drop off and pick-up unsold items at designated times. After formally received by a Dansville ArtWorks representative, between the drop off and pick-up period, my work is insured against damage and theft for 50% of the value (value is retail price – 25% commission). Otherwise, I release Dansville ArtWorks, its Board of Directors, employees, volunteers, and the building landlords from any and all liability. Dansville ArtWorks is not responsible for items delivered early or picked up late or dropped off without Dansville ArtWorks receipt. Dansville ArtWorks will hold items for 15 days after the pick-up date; items not picked up may be disposed of if arrangements have not been made. Sales of any submitted pieces paid to Dansville ArtWorks will be paid to the Artist within 10 business days of the close of the term or within 10 business days following pick up of unsold items, whichever is later, less 25% commission to Dansville ArtWorks. Furthermore, I agree to do my best to promote my participation in the Dansville ArtWorks shop to my networks which may include social media, websites, press releases, or groups in which I participate.

Artist Signature: _____ Date: _____

By signing below, I agree to allow Dansville ArtWorks to use photos of my artwork for promotion of the consignment shop and Dansville ArtWorks. I understand that I retain all rights to the images.

Artist Signature: _____ Date: _____

Dansville ArtWorks Inc. Consignment Item Check In/Check Out

Date: _____ Artist Name: _____ Best method of contacting: _____

Consignment starts: _____ Ends: _____

Item	Price	Inventory code	Date Sold	Payment Due
1		C - _____ 1		
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL PAYMENT DUE TO ARTIST (75% of total sales)				

Section below to be completed during drop-off and pick-up

Checked in by _____ Date _____ Artist signature _____
 (Dansville ArtWorks' Use: Tagged by _____ Input by _____ Displays provided? _____)

Checked Out by _____ Date _____ Artist signature _____
 If artist not present at Receiving or Check Out, please indicate.
 Dansville ArtWorks' notes:



Artist _____ **is consigning** _____ **items to**
Dansville Artworks Inc.

Received by _____ **Date** _____
Dansville ArtWorks Inc. Representative