



Dansville ArtWorks Consignment Shop Submission Form

Dansville ArtWorks offers two-month consignment terms beginning the 15th of each month.

Applications due	Last day of the prior month
Notification of decisions	5 th of the month
Delivery of items	TBD
Term begins	15 th of the month
Term ends	14 th of month two of term
Unsold item pick up	TBD

Consigning with Dansville ArtWorks

Local artisans are encouraged to consign items with Dansville ArtWorks in its 178 Main Street location 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 at the end of the term. Work must be delivered in person during delivery days and picked up on the pick-up day. 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.

Guidelines for Submitting Items

- You can submit up to 20 items. 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 artist. No kits or buy/sell. Artisan work must be high quality and hand produced. No food items are allowed to be sold in this space.
- Items must be ready to hang (2-D items should have wire for hanging on back; high

quality matted prints in plastic sleeves for print racks are also acceptable) or ready to display (stands etc.); Dansville ArtWorks has shelving and hooks only.

- All items must be family friendly. If you are not sure, then it probably is not.
- All items must be tagged with prices & artist name, and if room, a brief description or title of work.
- Participating artisans must be 18 years of age or older.
- Please email up to 3 photos to demonstrate your artwork to be consigned and for use in marketing to dansvilleartworks@gmail.com and sign the photo release section of the Registration Form. Please keep each image under 1 MB.

Entry Fee

- A participation fee of \$25 is due along with Consignment Submission Form. Please make checks payable to “Dansville ArtWorks.” 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 last day of the month prior to the new consignment term. Notification of submission decisions will be made by the 5th day of the month prior to the new term.



Dansville ArtWorks Consignment Shop Submission Form

Artist Name: _____

Business Name (if applicable): _____

Phone: _____ Email: _____

Address: _____

Website: _____

Consignment Term Start Date (check one):

- | | | |
|--------------------------------------|------------------------------------|---------------------------------------|
| <input type="checkbox"/> January 15 | <input type="checkbox"/> May 15 | <input type="checkbox"/> September 15 |
| <input type="checkbox"/> February 15 | <input type="checkbox"/> June 15 | <input type="checkbox"/> October 15 |
| <input type="checkbox"/> March 15 | <input type="checkbox"/> July 15 | <input type="checkbox"/> November 15 |
| <input type="checkbox"/> April 15 | <input type="checkbox"/> August 15 | <input type="checkbox"/> December 15 |

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. Between the drop off and pick-up period, my work is insured against damage and theft. Otherwise, I release Dansville ArtWorks, its Board of Directors, employees, volunteers, and the building landlord from any and all liability. Dansville ArtWorks is not responsible for items delivered early or picked up late. 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 on pick-up day. If any artist fails to pick up payments within 30 days of issuance, proceeds will be donated to Dansville ArtWorks.

Artist Signature: _____ Date: _____

By signing below, I agree to allow Dansville ArtWorks to use photos of my artwork for promotion of the consignment shop. 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	Date Sold	Payment Due
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
Total consignment payment to Artist			\$

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



Dansville ArtWorks Inc. is returning _____ items to _____.

Dansville ArtWorks Inc. Representative

Date

Artist has received items noted and any payment due from Dansville ArtWorks.



Dansville ArtWorks Inc. is consigning _____ items to _____.

Dansville ArtWorks Inc. Representative

Date

Artist