



9400 Boerner Dr.  
Hales Corners, Wi 53130  
Contact: Nancy Roeglin  
[nroeglin@fbbg.org](mailto:nroeglin@fbbg.org)  
414-525-5666

This agreement is made on \_\_\_\_\_ between Friends of Boerner Botanical Gardens (FBBG) and \_\_\_\_\_ (artist/business name). All work is accepted for an initial term of 60 days. Any unsold item(s) remaining at the end of the contract are to be retrieved by the artist. If FBBG wishes to extend this agreement after the initial 60-day term, both parties shall discuss this at the time of the contract expiration.

Artist maintains ownership of all work consigned to or represented by FBBG. Artist must always provide an **inventory list** with descriptions and retail or wholesale asking price when submitting items to FBBG.

FBBG will receive a commission of 35% of the retail price for any artwork that is purchased with the remaining 65% going to the artist. Payments can be made through direct deposit. If a paper check is preferred, the artist will be paid within 14 days after the closing of the month. An inventory of items sold will be emailed to the artist prior to the payments.

Anything that is shipped to FBBG by the artist will be done so at the artist's expense. All shipments are required to have delivery confirmation for shipping purposes. FBBG is not responsible for any items lost or damaged during shipment.

Consignor agrees to give permission to FBBG to use pictures of any displayed artwork in advertising and marketing material such as but not limited to- Facebook, website, fliers and brochures.

Any artist can retrieve their work at any time during the contract term with 48 hours' notice to FBBG. FBBG also reserves the right to remove works from the store for any reason.

Friends of Boerner Botanical Gardens' gift shop will be responsible for all WI state sales tax on behalf of the consignor sold at FBBG. Consignor is responsible to give FBBG Form W-9 with contract.

FBBG signature: \_\_\_\_\_ Date: \_\_\_\_\_

Consignor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone: \_\_\_\_\_