



9400 Boerner Dr.
Hales Corners, WI 53130
Contact: Nancy Roeglin
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. This contract may then be extended for either a 30- or 60-day term upon written agreement by both parties, via letter or email. FBBG will notify the artist one week prior to the end 60-day term via letter or email.

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 of \$25 or more due to the artist will be paid within 14 days after the closing of the month. Any payment under \$25 will be accumulated until the minimum is obtained. An inventory statement will be mailed or 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 a 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: _____