



Chisholm Trail Arts Council

Art Gallery Consignment

CTAC & Artist Contract Agreement

ARTIST:

1. Agrees to pay in full **\$30/ 8 ft track** for the use of the allotted space #____ prior to displaying item(s).
2. Accepts the limitations of the staff and facility which can include accessibility (displayed on 2nd floor), hours of operation (staff availability), and other CTAC calendar of events throughout the year.
3. Will fill out a new contract and abide by this contract and set of rules for each calendar year period allowed. A copy of gallery rules and yearly calendar will be provided to the artist.
4. Will accept the amount recorded on the attached sheet - Itemized list of items with prices, etc.
5. Will bring and place item(s) at the Chisholm Trail Arts Council (CTAC) on _____ and will remove/ pick up unsold items by _____. Can remove their items at any time, **no refunds** will be given. **Can replace** any sold or unsold artwork at any time. Please update your Itemized list on file.
6. Time not to exceed dates according to the gallery calendar. ***Pick up date/ time will be strongly enforced. Additional storage fees may be applied and artist will be invoiced. No exceptions.**
7. Items will be checked in with a staff/ volunteer member of CTAC to confirm name, price, medium of pieces. A complete list will be provided to CTAC by the Artist.
8. Accepts the risk of unintentional vandalism (such as breakage by a visitor or staff) or intentional vandalism or theft while the item(s) are on consignment at CTAC.
9. Will help to promote, replace, mark down artwork as artist see fit.
10. Person picking up items: _____ Phone: _____

****ITEMS LEFT AT CTAC ART GALLERY FOR MORE THAN THREE MONTHS WILL BECOME THE PROPERTY OF CHISHOLM TRAIL ARTS COUNCIL.**

CHISHOLM TRAIL ARTS COUNCIL:

1. Will ensure the safety of the consigned item(s) to the extent that this is possible under the conditions at the CTAC Art Gallery and display items appropriately.
2. Has the right to refuse any item as needed (inappropriate, size/ weight, safety issues, etc.)
3. Will handle all sales of consigned item(s), paying the artist the agreed upon amount listed on the attached sheet at the end of the calendar period.
4. Will provide the artist with a copy of the agreement and will retain the original agreement.
5. Can ask artist to remove their items if rules are broken. No refunds will be given.
6. Will schedule consignment dates and provide a calendar to artist.
7. **IF** by chance the gallery space is needed earlier, the artist will be notified ASAP and the fee will be prorated accordingly.

I agree to the above stated contract.

Artist Signature

Artist Address

City, ST, ZIP

Artist Phone Number

CTAC Signature

Date of Agreement

