***Gallery Gift Shop***

***Member Artworks on Consignment***

***Conditions:***

1. Only artworks from current members of Gawler Community Gallery will be accepted.
2. Subject to available space, a maximum of three artworks per member will be accepted.
3. The artist’s name, title of work, medium and price to be attached on back of artwork, or via label attached to each item in the case of jewelry or similar.
4. Artists are to make their own arrangements for insurance to insure their artwork in transit, and while they are on display. While all due care is taken, Gawler Community Gallery accepts no responsibility for loss or damage of any items on consignment in the gallery. You agree to indemnify Gawler Community Gallery and any office bearers and volunteers of any responsibility for any loss or damage to the items you submit.
5. GST, if applicable, is the responsibility of the artist.
6. Presentation – Gawler Community Gallery committee reserves the right to reject works deemed unsuitable (presentation, content, or framing) in which case no correspondence will be entered into. It is at the sole discretion of the Gift Shop Co-Ordinator which works are displayed, and the display of artwork is also subject to the total number of members wishing to display their work. The subject must not be deemed offensive to the general public.
7. No fees are payable for any artworks displayed in the members gift shop. However, commission will be charged as per point 12 of this agreement.
8. REMOVAL of artworks: any unsold work must be collected within 3 weeks of the gallery requesting you do so. Artworks will be displayed as long as the Gift Shop Co-Ordinator deems appropriate. Artworks not collected after 3 months, will be disposed of as the gallery sees fit.
9. Please note all items/artwork being displayed in the gallery that aren’t part of an exhibition MUST be for sale.
10. Please ensure your items/artwork is presented to a professional standard. Framed works, the frame must be clean and not scratched. Jewelry needs to be presented on a retail style jewelry stand, cards in an actual card stand etc. *Artworks that do not meet the above criteria will not be accepted*.
11. Copyright Please be aware of the Copyright rules for any artwork displayed at Gawler Community Gallery. All work must be the original work of the artist.
12. A commission of 25% will be deducted from the monies paid to you when the artwork/item is sold. Card sales attract 15% commission. Commission is paid at the end of each month by the Treasurer.

*As the gallery is run solely by volunteers, all artists whose work is displayed MUST volunteer for at least one shift in the gallery as a volunteer, every month during the period in which their artworks are displayed. Or if unable to do so, find someone who can and will fulfil their roster duty on their behalf.*

***By signing this form, I hereby acknowledge that I agree with the conditions submitting my artwork/items to Gawler Community Gallery on consignment as outlined in this document.***

***In the event that a dispute arises from the interpretation of these conditions, the decision of the Gawler Community Gallery management committee shall be binding on all parties***.

Full Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Your bank details so we can make payment to you for any sold works.**

BSB\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Account No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please return this form with fees payable. Fees can be paid via bank transfer to

Gawler Community Gallery

BSB

Account

Or they can be paid in person in the gallery, when dropping off this form and your artwork.

Thank you.

**Last Name of Artist\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**First Name of Artist\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**How to create a CODE for member sales.**

**CODE IS 1st LETTER of first name and 1st two letters of LAST name. If ever there’s a double up of code with another member, then the 3rd letter of the code uses the last letter of LAST name instead of the 2nd letter of the second name.**

**Description of artworks/items on consignment**

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| Full Description of artwork/item | Price | Code | Date In | Date Sold |
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**Signed by the Member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed by the Gallery Representative Date**

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**PLEASE FILE THIS PAGE IN THE GREEN FOLDER LABLED GIFT SHOP – MEMBER CONSIGNMENTS. Thank you.**

**Office Use Only**

**Has volunteered for at least one shift as Gallery Attendant: Yes or No Please tick**

**Current Membership confirmed:**

**Description of artworks/items on consignment continued**

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| --- | --- | --- | --- | --- |
| Full Description of artwork/item | Price | Code | Date In | Date Sold |
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**Signed by the Member Date**

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**Signed by the Gallery Representative Date**

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**PLEASE FILE THIS PAGE IN THE GREEN FOLDER LABLED GIFT SHOP – MEMBER CONSIGNMENTS.**

***If wished a copy of this document may be made for the member for their records.***