



ARTIST SHOP AGREEMENT

This Artist Shop Agreement is made on _____ between _____ (Artist)

residing at _____

Phone: _____ Email: _____

Website: _____ and Jacoby Arts Center (JAC), an Illinois 501(c)(3) organization in Alton, Illinois.

1. Consignment/Price/Commission

The Artist's work shall be sold on consignment through the Artist Shop at JAC. The work is offered for sale at the retail price listed on the consignment record. JAC will receive a commission of 30%; Artists will receive 70% of the price. The Artist's work is and shall remain the sole property of Artist until sold. No installment payments by a purchaser will be made.

_____ I do NOT agree to allow JAC to discount my work.

_____ I agree to allow JAC to discount my work. A _____% discount may be given after _____ days. Discount is taken off of the total, not just JAC commission. After a discounted item is sold, both the Artist and JAC receive their monies based on discounted rate.

2. Reproduction

The artist shall retain all rights to reproduction of work. Sale of the material object does not constitute transfer of the Artist's copyrights.

3. Terms

This Agreement shall be effective on this date _____, and will remain in effect for 90 days _____. At that time, the contract will be reassessed by both parties. This contract may be terminated with written notice by either Artist or JAC. That written notice must have a termination date. The Artist will be given 30 days from the termination date to pick up his/her work from JAC. If after 30 days, the Artist has not picked up his/her work, the work left on JAC premises shall be considered a donation to JAC.

4. Payment

A W-9 must be on file and accompany this agreement in order for payment to be processed. The Artist shall be paid by check for all work sold in a given month. The total payment for a month will be paid out by the middle of the next month. Along with the payment, JAC will provide to the artist, by email, a list of items sold.

5. Insurance

All of the Artist’s consigned work with JAC will be insured by JAC for 50% of the retail price. Loss or damage that occurs while the work is in JAC’s possession will be covered up to 50% of its retail value.

6. Responsibilities

	Artist	JAC
Delivery / Pick-up of work	_____x_____	_____
Write Care Instructions	_____x_____	_____
Provide Business Cards	_____x_____	_____
Promote Work	_____x_____	_____x_____
Manage Sales and Inventory	_____	_____x_____
Provide Insurance	_____	_____x_____

(Unless agreed upon in advance, the mere inclusion of the above listed items does not obligate JAC to perform any such task or incur any such expense for the purpose of selling Artist’s work.)

7. Entire Agreement

This Agreement constitutes the entire agreement between the parties. Any modifications in this Agreement must be in writing, dated, and signed by the Artist and JAC.

ARTIST

(Artist Signature)

(Date)

JACOBY ARTS CENTER

(JAC Representative)

(Date)

Please sign and return completed form to:

Jacoby Arts Center
 Attn: The Artist Shop
 627 E. Broadway
 Alton, IL 62002
 stacey@jacobyartscenter.org