

Shop at the Gallery – Prince George Gallery Association
725 Civic Plaza, Prince George BC, V2L 5T1. Tel. 250-614-7800

Consignment Agreement

Promotional Tools

- The Craftsperson should provide an artist’s statement and any relevant published articles and reviews of the work.

Description of Work and Sale Price

- All consigned work should be labeled with retail price, artist’s code, product code and description of the piece. If appropriate, care instructions should also be attached.

Commission Rate

- A consignment fee of 40% will be deducted from the retail price set by the Craftsperson.
- Please take this into consideration when calculating prices.
- Please consider also that it is hard to sell items when there is a wide price difference at various retail stores.

Title and Payment

- All the pieces will remain the property of the Craftsperson until they are sold and paid for in full.
- The Shop at the Gallery will provide a cheque for work that was sold and a list of goods in stock with a sales record by the 15th of each month.
- The Craftsperson should keep a record of items on consignment at the Shop for reference.

Insurance

- The Shop will be responsible for insurance of all work while it is on the premises of Two Rivers Gallery. The Craftsperson will be responsible for shipping insurance.

Shipping Costs

- Shipping costs to the Shop will be borne by the Craftsperson. Shipping cost for the return of any unsold works to the Craftsperson will be borne by the Shop.

Receiving Work

- All pieces must be in good condition and ready for display on arrival.

Rotation of Stock

- Craftsperson should provide new items for sale after 90 days and maintain an adequate supply of stock.
- Unsold items which the Shop is unable to return to the maker after 9 months may be reduced and priced to sell at the direction of the Shop.

Marketing

- The Shop will promote the work of craftspeople and artists in Northern BC with regular advertising.
- The Shop requests the artist’s permission to use images of items on consignment for advertising purposes.

I have read and understand the consignment agreement above.

Craftsperson _____

Date: _____

Shop at the Gallery _____

Date: _____