

**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 15<sup>th</sup> 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: \_\_\_\_\_