

## Consignment Agreement – Gallery 2 Gift Shop

Consignor Name:	
Cheques Payable To:	
Mailing Address:	
Phone:	Email:

Thank you for consigning your work with the Gallery 2 Gift Shop – we appreciate the quality and craftsmanship of your products. Gallery 2 provides local and regional artisans consignment opportunities in our boutique Gift Shop.

As a consigner, here is our commitment to you:

- We will display and care for your work as if it is our own.
- Prompt and accurate payment for work that has sold.
- Clear communication.

In consigning your work with us, you agree to the following terms and conditions:

### Contact Information

- Provide Gallery 2 with current contact information – mailing address, phone number and email.
- Provide a brief bio, information about your product, and any pertinent printed materials that give more information to customers.
- Consigners are encouraged to maintain Gallery 2 membership.

### Sales

- The Gallery 2 Gift Shop operates on a consignment basis: 65% of the retail sales price to the artisan, 35% to the Gift Shop.
- Statements and cheques are issued quarterly.
- If work is not sold after one year, Gallery 2 may request that it be exchanged for new stock or returned.
- If you do not claim your work following 3 months' notice it will become the property of Gallery 2.
- Gallery 2 reserves the right to make decisions on space allocation and product placement within the store.

### Inventory

- Incoming inventory must be approved by Gallery 2.
- Consigners are responsible for the delivery and pick up of work.
- If work is lost through theft or breakage, the consigner will be paid as if it sold. In the case of fire, natural disaster, crime, or other perils, Gallery 2 is responsible only for the amount recovered from our insurance.

I agree to the terms and conditions of this agreement.

\_\_\_\_\_  
Consignor Name

\_\_\_\_\_  
Gallery 2 Representative Name

\_\_\_\_\_  
Consignor Signature

\_\_\_\_\_  
Gallery 2 Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date