Artist Name_____ Address_____ Phone_____
Code __ __ __ __ _____ Email_____

Hopkinsville Art Guild Gallery Inventory & Consignment Agreement

Consignment Agreement

The Hopkinsville Art Guild Gallery reserves the right to not display any art merchandise that has not been adequately described on an Inventory Consignment form. Any additional art merchandise, or art merchandise that replaces sold merchandise, must be adequately described on an Inventory Consignment form before it will be displayed.

The Hopkinsville Art Guild Gallery shall not be liable for any injury or damage to my consigned merchandise for any reason, including loss or damage that may be caused by customers. Consignee shall exercise reasonable care to safely display consigned items, and has the right to return to the consignor/artist those items that cannot be safely displayed. Artist/consignor should maintain their own insurance coverage.

I hereby acknowledge that I have read this consignment agreement and agree to abide by its terms and conditions.

Artist's Signature_____ Date_____

Inventory

Title/Description: *Each of your items (or groups of items) must have a detailed unique description. Use more than one line, if necessary.* *Suggestions for:* *~ **paintings/drawings/photographs**: State title and medium, whether reproduction of master, whether matted or framed, whether original or print, size of canvas.* *~ **ceramic/glass**: State title and material and glaze color, state design or utilitarian use and shape and size of piece.* *~ **wood**: State title and description and utilitarian use and shape and size of piece, state type of wood.* *~ **jewelry**: State title and description and shape and size of piece, state materials and gems used in piece.* *~ **fabric/metal:** State title and description and utilitarian use and shape and size of piece, state materials used in piece.* *~ **cards/notes**: State title and description and whether envelopes included, shape and size, number in packet.* *~ **prints**: State title and medium, whether matted, type of print medium, size of print.*	**Displayed on:** ***1** = wall (limit of 4 medium or 2 large)* ***2** = table/ shelf/bin/ rack/floor*	**Art Category:** ***1** = painting/ drawing* ***2** = photograph* ***3** = ceramic/ glass* ***4** = wood* ***5** = jewelry* ***6** = fabric* ***7** = metal* ***8** = cards/notes* ***9** = print* ***10** = other*	**Price**	**Artist Proceeds:** ***1** = 75% of price* ***2** = 100% of price (eg: Artist of Month or HAG items)*	**Quantity in Group**	**Taxable** ***1** = yes* ***2** = no*

Form rev 12/22/2016

Artist Name_____ Address_____ Phone_____
Code __ __ __ __ _____ Email_____

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