



Dear Gallery Shop artists,

On the scheduled day to deliver your work to the Gallery please bring:

- Signed copy of the agreement. Please complete:
  - the contact information section (below the agreement's signature line)
  - Fraser Shop Inventory List
  - Payment Schedule
- Payment for Northumberland Arts Council Annual Membership if you have not already paid this year. Membership is \$20 for an individual and \$25 for families. Membership is a requirement for participation in the Gallery Shop.
- Materials to help us promote your work, including a resume, an artist's bio/ statement, a description of working methods, photos and any other materials which you think may assist sales.

The jurying committee will notify you of the success of your submission within 7 days of the drop off date.

Please check your email regularly for information needed.

We look forward to working with you on the success of The Fraser Gallery Shop.

## The Fraser Gallery Shop Consignment Agreement

This agreement is effective as of \_\_\_\_\_, 202\_ between:

**The Fraser Gallery Shop (“Shop”)**

and

\_\_\_\_\_ (“Artist”)

The parties agree:

**Consignment of Inventory** - On a consignment basis, the Shop will exhibit, promote and sell the Artist’s art and/or craft (“Work”) which has been approved by the Shop’s jurying committee. The Work will be identified on the Inventory List (“List”) which is part of this agreement. This List can be modified upon agreement of the parties.

**Term** - The term of the agreement is \_\_\_\_\_ to \_\_\_\_\_. This term can be extended upon agreement of the parties.

**Northumberland Arts Council (NAC) Membership** - The Artist is a member of the NAC. Individual membership is \$20 per year, family membership is \$25 per year.

**Pricing** – The Shop sells the Work at the retail price specified on the Inventory List. Work should be priced at **EVEN** dollar amounts.

Both parties must agree to any change to the retail price in advance.

If the Artist is registered for HST, the Shop will collect HST on behalf of the Artist and forward all of the amount collected to the Artist with each payment.

**Changes to Inventory** – Over the term of the agreement, the Artist and/or the Shop will record any changes to inventory on an inventory list form including additions, removals, breakages or loss.

**Commission** - A commission of 30% is paid to the Shop on all sales. Any HST collected on behalf of the Artist is not included in the calculation of the commission.

**Payment** – The Artist will be paid for sales to the end of each month, when the payment due exceeds \$50. The Shop’s commission will be deducted from the payment to the Artist.

- The Artist will receive payment for work sold by the 15<sup>th</sup> of the next month.
- When payment due to the Artist is less than \$50, that amount will be carried forward to the following month.
- With each payment, the Shop will provide the Artist with a statement which includes a description of the Works sold and commissions paid.

**Insurance** -The Artist retains ownership of the Work until it is purchased. Insurance is the responsibility of the Artist, if desired. The Shop is not responsible for damage or loss, including theft, of the Work. The Shop will make reasonable efforts to ensure the safety of the Work.

**Promotion** - The Shop will use its best efforts to promote the sale of the Work. The Shop agrees to provide adequate display of the Work, and to undertake other promotional activities on the Artist's behalf.

The Artist agrees that the Shop shall be permitted to photograph the Works and use the results for promotion of the Shop and the Artist.

The Artist will provide the Shop with a resume, an artist's bio/ statement, a description of working methods, and any other materials which may assist sales. The Artist agrees that the materials provided may be used for promotional purposes.

**Delivery and Pick up of the Work** – The Artist is responsible for delivery of the Work to the Shop and all associated costs. Work will be delivered to the Shop on the advertised dates for submission to the jurying committee.

At the end of the agreement's term, the Artist will be responsible for picking up the Work and all associated costs on the advertised date.

**Entire Agreement** – The parties confirm that this agreement and its attachments (the Inventory List and Payment Schedule) form the complete agreement between the Artist and the Shop, and this document supersedes any previous written or verbal understandings.

The parties enter into this agreement as indicated by the signatures below.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Rosalynd Coulter

\_\_\_\_\_  
Address

The Fraser Gallery Shop  
PO Box 335, 362 Main St  
Tatamagouche. NS B0K 1V0

\_\_\_\_\_  
Phone

c: 902-305-3399

\_\_\_\_\_  
Email

rosoulter222@gmail.com

**NAC Membership**

New Member

Returning Member

Date Received \_\_\_\_\_

Amount Paid \_\_\_\_\_



## Payment Schedule

### 1) HST Collection

Are you required to collect HST on your Work?  Yes  No

If yes, The Shop will collect HST on your behalf and distribute the entire amount (15% of sales) to you with each monthly payment.

### 2) Payment to the Artist from the Shop

Please indicate how you wish to receive payment and the statement of account of your sales:

#### Option 1 – e-transfer

You will receive an email of the statement of account from the Shop and an e-transfer from the Treasurer.

email funds to: \_\_\_\_\_

email statement to:  same as above OR to \_\_\_\_\_

#### Option 2 - cheque

You will be mailed a cheque and a statement of account.

Cheque payable to: \_\_\_\_\_

Mailing address: \_\_\_\_\_

\_\_\_\_\_