



Arts in Hand Gallery • 210 Walnut Street • Spooner WI
Post Office Box 454 • Spooner • Wisconsin 54801

www.artsinhand.com artsinhand210@gmail.com

Wisconsin Northwest Heritage Passage

A 501(c)(3) Organization

2024 Artist's Consignment Agreement

Artist's Name _____

Business Name _____

Mailing Address _____ City

_____ State _____ Zip _____

Telephone # _____ Other phone # _____

E-mail _____

Website _____

FaceBook Address _____

Other _____

Payee Name _____

Preference for my art display ___ grouped together___ dispersed thru gallery ___ no preference.

(Note: we will try, but cannot guarantee to always meet your preference.)

DEFINITION - Wisconsin's Northwest Heritage Passage, Inc. (WNHP), is a non-Profit 501(c)(3) volunteer organization of artists and patrons of the arts, supporting the arts in NW Wisconsin. Arts in Hand Gallery (AIHG) is an entity of WNHP. It is our mission to bring quality hand-made works of fine arts and fine crafts (heretofore referred to Artworks) directly from the Artists to customers. This is done and can only be successful, through a cooperative volunteer effort.

PRIMARY LOCATION OF ARTWORKS – The primary location where Artworks will be exhibited for sale will be the AIH Gallery at 210 Walnut Street in Spooner, Wisconsin. However, from time to time, Artworks may be exhibited in other locations for promotional, or “extended gallery” purposes. If those opportunities arise, the artist will be contacted for permission prior to moving current Artworks inventory or requesting additional Artworks inventory for these spaces outside the primary location. All terms of this agreement apply to these additional spaces.

OWNERSHIP – AIHG receives the artist’s Artworks for the purpose of exhibition and sale. Consigned Artworks remain the property of the Artist until the Artworks are sold and paid in full by the purchaser. At no time does AIHG own the consigned Artworks. Copyright of the Artworks remain with the Artist. If an Artwork is damaged or stolen while in the possession of AIHG, the Gallery will cover the cost of damage or theft. The cost of coverage is equal to the repair or replacement cost. But is not to exceed what the artist would have received from AIHG if the item in question would have been sold (selling price less commission) in the month the loss occurred.

PERMISSION FOR USE OF ART PHOTOGRAPHY - The Artist named above, and signed below, grants Arts in Hand photographic rights to my artwork for the purposes of Gallery promotion including, but not limited to, website, brochures and social media.

ROLE OF JURY – A group of fellow Artist and volunteers (approved by the board of directors) will act as Gallery Jury. The role of this jury is to

- A. evaluate potential new Artists for the gallery
- B. work with current Artist on requests to exhibit new categories, art inventory, and overall results.

As an Artist, you initially submit your Artworks for approval to this jury. Along with a sample, (both a physical sample and images, (digital or traditional) samples) you define the scope of your work. e.g.: Impressionist oil painting, woven wall and furniture art, unglazed pottery, handmade soaps, etc.

Once approved, you are approved for that category submission only. If you would like to expand to another style, or Artwork form, you must resubmit a request to the jury. The Jury has the right to not accept any Artworks brought in the Gallery that are judged not up to Gallery standards. If you leave the Gallery for any reason, you must resubmit your work through this jury process.

DURATION OF CONSIGNMENT – Artworks are on consignment until sold or removed by the Artist. During the consignment period, the Gallery will do its best to display the Artist’s Artwork around the Gallery, giving it any unique location advantage that may exist for that particular piece of art. If the Artist removes an Artwork from the Gallery (other than for the purpose of repair), that piece cannot be returned to the Gallery for a minimum of 3 months.

VOLUNTEERING - Artists are encouraged to volunteer working at the Gallery, to visit the Gallery, to do demonstrations, and to help promote their Artworks and Gallery events. An Artist presence at the Gallery is an opportunity to understand the customer, to update and review their own records, and to understand the advertising value the gallery gives to individual artists.

As a Volunteer organization, whose success depends solely on the level of involvement of those volunteers, it is important that artists are engaged in the operation of the Gallery. Volunteer opportunities are more than just working in the Gallery allowing Artists to work from home and artists that are seasonally remote, to still stay engaged. A complete list of volunteer opportunities is available at the Gallery, or by contacting the AIHG volunteer coordinator at artsinhand210@gmail.com

ARTIST RESPONSIBILITY–

As an Arts in Hand Gallery Artist, we ask a few, but very important responsibilities from you:

- 1) All art and gifts must be Gallery-ready when delivered to us.

- a. Your best and finished work
 - i. No art can, or will be, accepted with any “defects”, due to insurance regulations.
 - b. Artwork (2D) properly hung for display on grid wall
 - c. Jewelry and gifts ready to display on shelves
 - d. Each piece priced and inventory tagged, inventory sheets completed
 - i. Barcode will be added at the Gallery
- 2) We are a small Gallery with increasing sales volumes, and keeping our shelves and walls full is critical.
- a. As an artist, your role is to frequently replace your sold art and gifts
 - b. The timing on this will depend on your sales volumes
 - c. Inability to do so, may result in your loss of Gallery space which will be given to another artist
- 3) Keeping your art selection “fresh” is also important
- a. Our goal here is to give our customers a changing experience that keeps them coming back frequently
 - b. We ask that you change out your art, every 3 months in the peak season (May – Dec)
 - c. More frequently if items are not selling as well as you had planned
- 4) Visit the Gallery from time to time, even if you can not volunteer your time, to talk with one of the volunteers and thank them.
- 5) Help promote your work and the Gallery on Facebook
- a. Facebook has become a key marketing tool for the Gallery, and you have a role to play in its continued success
 - b. Email “quality” pictures of your new Artwork that you are bringing into the Gallery so it can be promoted on Facebook
 - i. artsinhand210@gmail.com
 - c. If you are on Facebook, make sure you are sharing, liking, and commenting on the Gallery Facebook page

MEMBERSHIP DUES - Dues: \$75 per year for Artists with Artwork in AIHG Gallery, due January 1 of each year. (Commission check held if membership not paid). Dues are non-refundable. Dues prorated to \$30 for artists who join the Gallery after October 1.

GALLERY COMMISSIONS - Upon sale, AIHG is entitled to a commission based on a percentage of the selling price. That commission rate is based upon the amount of time the Artist has volunteered with AIHG during the month of sale. (Note: Effective 2020, volunteer time, in excess of 24 hours / month, will “bank”, and carry over from month to month. Example: in June you volunteered 30 hours, 24 hours entitles you to the minimum commission rate (20%). 6 hours (30-24) carries over (banks) into July. This system continues.

COMMISSION RATE DETERMINATION

Commission Rate	Volunteer Hours logged for month
35% of your sales	No volunteer time logged
30% of your sales	6-10 volunteer hours logged

25% of your sales	11-23 volunteer hours logged
20% of your sales	24 volunteer hours logged - additional hours rollover to next month

PAYMENT FOR SALES - AIHG shall pay to the Artist the amount equal to the selling price of the consigned Artworks minus AIHG commission. The Gallery will collect the sales tax on the consigned Artworks and submit to the State of Wisconsin on a timely basis. Payment to the Artist will be made by AIHG no later than 20 days after the end of the month of the sale of the Artworks.

SHIPPING AND DELIVERY – The artist is responsible for the transportation of their art to the gallery including crating, packing, shipping and insurance of their work. Artists must make an appointment to bring in new Artwork when a trained person is working so their Artwork gets inventoried into Square properly and they get accurate sales credit. Contact AIHG at artsinhand210@gmail.com to make an appointment. Note: Square is the only accurate and valid inventory of artwork recognized by AIHG

TERMINATION OF AGREEMENT - Termination may be by either AIHG or the Artist, by written notification. In the event of Artist's death, the estate of the Artist shall have the right to terminate the Agreement. Within 10 days of receipt of notification, all accounts shall be settled, all payments made, and all unsold Artworks shall be acquired by the Artist. Any art left in the Gallery more than 90 days after termination will be considered property of the Gallery and may be sold or donated.

Signature of Artist _____

Dated _____

Signature of AIHG

Authorized Representative _____

Dated _____