



Artists Market Consignment Agreement

Located in the heart of downtown, the Artists Market is the perfect place to bring public exposure to your original artwork. In order to keep the Artists Market fresh and exciting we have set guidelines that must be agreed to before we can accept any new artwork. Please read through these terms carefully, then sign and return this form.

1. All new artwork must be juried in before being accepted into the Artists Market. Jury dates are: January 15th, April 15th, July 15th and October 15th. Please bring in your artwork between the 10th and 14th of these months only.
2. Only original artwork and prints directly from the artist are accepted. The Art Center of Burlington will not be held responsible for copyright infringements.
3. Due to space limitations, we can only allow:
 - a. Wall-hung items: up to 3
 - b. All other artwork: we will use our discretion on space available
4. All work accepted must be presented in a professional manner, of highest quality, properly packaged (if applicable), and have no cracks, chips or broken pieces.
5. Approved items must be "sale ready" and meet the following guidelines on framing, labeling and pricing:
 - All frames must be good quality with no scratches or marks and is well suited for the artwork.
 - Mats must be clean and in good condition.
 - Hanging artwork must be ready to hang with strong wire and sturdy screws.
 - The backing must be solid and glass (if any) must be secure and without chips or cracks.
 - All artwork must be labeled with the artists initials, item number and price. (If you are bringing in items for the first time, item numbers will be set at that time)
 - Inventory will be maintained by the Art Center staff. Artists must sign-in and sign-out all items, dating each transaction on the inventory sheet. Art Center staff will mark sold items and on your inventory sheet.

6. Artists are responsible for keeping their inventory fresh. Items that are left in the Artists Market too long become invisible to potential buyers. We ask that you bring in new pieces to be juried in to replace the existing pieces (if not sold) every 3 months. Large artwork being displayed in the Mezzanine Gallery can stay for 5 months before needing to be removed and replaced.
 7. Artwork that has already been on display in the Artists Market may be brought back in, but these guidelines must be met:
 - a. The artwork cannot have been displayed in the Artists Market within the last 6 months.
 - b. Something needs to have changed about the artwork, such as: price, frame, or the artwork itself.
 8. Artwork not properly rotated as described above will be placed in storage at the artist expense. We will notify you of any artwork placed in storage, and you will have two weeks to pick it up before being charged a storage fee of \$20 per month.
 9. Art Center of Burlington members will receive a 70% commission on all sold items. Non - Art Center members will receive a 65% commission on all sold items. You, the artist, must set the price of your own work based on your experience and level of ability.
 10. Commissions are tallied on the last business day of each month and checks are mailed within the first 5 days of the new month.
 11. The Art Center of Burlington will practice due diligence to protect and preserve all artwork. The Art Center of Burlington is not responsible for artwork submitted on consignment and must be held harmless from incidental damages. Responsibility for loss or damage resides with the artist.
 12. To increase public exposure of their artwork, an artist is encouraged to promote their work as for sale in the Artists Market.
 13. The terms of this agreement may change at our discretion with notification to the artist.
- The Art Center of Burlington occasionally displays artwork at local businesses. If you would like to increase exposure by having your artwork displayed at other businesses, please check this box.

I have read, understand and agree to comply with the above terms:

Artists Printed Name

Artists Signature

Date