

Depot Art Center and Gallery
Littleton Fine Arts Guild

2069 W Powers Ave, Littleton, CO 80120

(303) 795-0781

September 2009

Dear Consigner:

As a quality craftsperson, you are invited by the Depot Art Center to participate in our annual Holiday Express Art and Crafts show. Along with this invitation, you will find a contract for consignment sales during the show and an inventory sheet to fill out for delivery of your items.

Details:

1. The entry fee for consigners is \$25
2. The Littleton Fine Arts Guild will retain 30% commission on all sales during the show
3. Show dates are November 4 through December 23, 2009
4. Delivery of items: Sunday, November 1 from 1 – 4 pm.
5. Pick up of items: Monday December 28 AND Sunday, January 3 from 1 – 3 pm
6. The Depot will be open during regular business hours (Wed – Sat 11 – 4) and will also be open for extended hours Thanksgiving weekend as well as the weekend and days up until Dec 25. (Exact dates to be determined by staffing availability)

We seek original and high quality craftsmanship. The Depot Art Center reserves the right to refuse any work deemed unsuitable. Due to space limitations and other considerations, we also reserve the right to limit quantities of items.

We look forward to your participation in this show. To reserve your spot, please return this Consignment Contract and the \$25 fee to the Depot Art Center or Jennifer Riefenberg, 10990 N Sunshine Dr, Littleton, CO 80125 by **October 24**.

For more information, please email Jennifer at Riefenberg@mho.com

Depot Art Center and Gallery
Consignment Contract

This contract is between the Littleton Fine Arts Guild (the Depot) and _____ (the Consignor).

1. THE SHOW: The show will be held at the Depot Art Center and Gallery, 2069 West Powers Ave, Littleton, CO 80120 from _____ until _____.

2. EXHIBIT WORK: The Consignor shall supply, on consignment, crafts for sale in the show. Subject to its right under numbered paragraph 9, below, the Depot will display for sale the crafts supplied by the Consignor. However, the Depot shall not be liable to the Consignor if the Depot cannot display the supplied works as a result of the occurrence of events or circumstances beyond its control including fire, acts of its landlord and force majeure.

3. DELIVERY OF WORK: The Consignor shall pay in advance, the \$25 entry fee and deliver their items to the Depot Art Center and Gallery. Subsequent delivery for restocking shall be made upon request of The Depot. New items so delivered must be inventoried in accordance with items #4 and #5, below.

4. IDENTIFICATION OF WORK: Each item to be sold must be CLEARLY marked, with a securely attached tag or sticker. Each tag or sticker MUST contain the artists name, inventory number, and sale price.

5. INVENTORY SHEETS: The Consignor will complete the inventory sheets provided by the Depot. Each sheet must contain an inventory number (matching each item), title or description, and price of each item entered into the show. The date, the Consignor's name, address, email address, and phone number are to be clearly included on the inventory sheets. The Consignor is encouraged to make a copy of the inventory forms prior to submittal and delivery of the items and inventory form to the Depot.

6. PICK UP OF WORKS: The Consignor shall pick up unsold items from the Depot at the time(s) specified by the Depot. The Depot is not responsible for any items left after that date. Pick up and delivery is the sole responsibility of the Consignor.

7. COMMISSION AND TAXES: The Depot will withhold a commission of 30% of the sale price of each item sold during the show. The Depot will collect and remit to government sales taxes for all items sold during the show.

8. INSURANCE: The Depot does not carry insurance on the contents of the Depot. It is the responsibility of the Consignor to insure his/her work if deemed necessary.

9. OTHER: Items deemed inappropriate by the Depot will not be accepted into the show.

CONSIGNOR _____

ADDRESS _____ PHONE _____

CITY _____ STATE _____ ZIP _____

EMAIL ADDRESS _____

TYPE OF WORK ENTERED _____

SIGNATURE _____ DATE _____

The DEPOT

by: _____ DATE _____