



CONSIGNMENT ARTIST EXHIBITION AGREEMENT BETWEEN:

CARLETON PLACE GALLERY (called the 'Gallery') **AND:** _____ (called the 'Artist')

NAME OF ARTIST: _____ **TEL.:** _____

ADDRESS: _____

EMAIL: _____

WEBSITE: _____

SOCIAL MEDIA ACCOUNTS: FB: _____ **IG:** _____

HST Status: Registered ____ **HST # (if applicable):** _____ **NOT Registered** ____

DATES OF EXHIBITION: _____ **to** _____

SPACE: Wall _____ **Plinths/Other** _____

Works to be Delivered on: _____ **between 3:30 and 5:30 pm**

Unsold or Change of Works to be Removed on: _____ **between 3:30 and 5:30 pm**

Artist Statement Rec'd: ____ **Artworks List Rec'd:** ____ **Artworks Images Rec'd:** ____ **Fees Rec'd :** ____

General Information

The selection and number of works from each artist as well as where the works will be displayed within the gallery will be determined by the curators. All decisions will be final and at the discretion of the curators and hanging team. Artists who are invited to remain in the gallery will be at the discretion of the gallerists and curator.

The Carleton Place Gallery:

- Commits to regularly promoting the gallery events and artists' work, in electronic and print media when possible.
- Will hang the work with respect and care.
- Agrees to pay sale proceeds, less commission, to artists at the end of each month by e-transfer. The Gallery cannot store artwork, or packing materials and will not be responsible for artwork left in the gallery after the dismantling date. The Gallery assumes no responsibility for loss or damage to any of the works while on exhibit.

Exclusivity Policy

With growing competition to our business, and in order to maintain our high standard of fine artists and art, the CPG requests that CPG artists not be showcasing/selling art in any other gallery or venue in Carleton Place, while exhibiting at our gallery. Currently we will make an exception to any local weekend art festivals and weekend art shows.

NOTE: While represented by the gallery, and within 60 days of being represented at the gallery, Artists are expected to identify all sales and commissions that result from contacts generated through the Carleton Place Gallery, and pay the gallery commission on those sold works. ____

Payment Options for Artists:

- **Option #1:** Monthly fee of \$50/month paid 3 months at a time (wall artists) ____ \$35/month paid 3 months at a time (non-wall artists) ____ PLUS 40% commission on any work sold. ____
- **Option #2:** No monthly fees. 50% commission on any work sold. ____
- **Either option works for me, but I prefer Option ____.** ____

Consignment Artists:

- Agree to commit to three months at a time. If choosing Option #1 above: The fee for all three months is to be paid by e-transfer upon signing agreement and receiving your invoice. ____
- Agree to showcase work for a 3-month period, replacing sold items promptly and refreshing items periodically as per the guidance/input of the curator. ____
- Commission is applied to all sales. (see example on attached page) ____
- Allow the gallery to offer a 3-month layaway purchase option to a customer. (not mandatory) ____

All artists must:

- Provide contact information: name, address, telephone/cell number, email address, web and social media information. ____
- Provide a BRIEF artist statement and CV (due one week before the work is delivered). ____
- Provide an inventory list of exhibited work including title, medium, dimensions and price (due one week before delivery). ____
- Provide quality digital images that they intend to show (to be used for promotional purposes) as per our specifications. (due one week before delivery) ____
- Deliver and pick up work from the gallery on the assigned dates and times. ____ ***If pick up cannot be done on the specified date, then artists must pick up AFTER (not before) the assigned date (to avoid blank walls before the hanging date).
- Be responsible for framing and presenting their work in exhibition-ready condition according to our specifications (**hanging wires and D-rings MUST be attached**, paintings dry, etc.). The CPG has the right to turn away art that does not meet our hanging standards. ____
- Agree to share and promote the gallery on social media and in their circles. ____
- Agree that all works are consistent with your current style and as those presented for jurying. ____
- Own the copyright on any photographs used. ____
- Be responsible for any insurance on their work while it is hanging at the Gallery. If the artist does not have insurance, waive all responsibility from the gallery. ____

CONDITIONS ACCEPTED BY:

SIGNATURE OF ARTIST: _____ **DATE:** _____

SIGNATURE OF CARLETON PLACE GALLERY GALLERIST: _____

Date: _____

If you have any questions, please contact Virginia Fobert at: carletonplacegallery@gmail.com
Carleton Place Gallery
210 Bridge St.
Carleton Place, ON
613-253-2080

Sample Payment (HST registered Artist)

- HST is charged on the gallery space fee and commission. (remitted by the Gallery, input credits for Artist)
- HST is charged on all sales by the gallery. (HST on sales remitted by the Artist)

Art Sale Summary– HST registered artists	
Description	Amount
Gallery Charges Art Purchaser	
Artwork (sale amount on art card)	\$1,000.00
Plus HST (\$1,000 × 13%)	\$1,300.00
Amount purchaser pays	\$1,130.00
Amount Gallery charges Artist	
Commission (\$1,000 x 40%)	\$400.00
Plus HST (\$400 × 13%)	\$52.00
Total	\$452.00
Amount Gallery gives Artist	
Amount purchaser pays	\$1,130.00
Less Gallery's charges	(\$452.00)
Amount due to you, the Artist	\$678.00

Sample Payment (NON-HST registered Artist)

- HST is charged on the gallery space fee but not commissions.
- HST is charged on all sales by the gallery.

Art Sale Summary– Non-HST registered artists	
Description	Amount
Gallery Charges Art Purchaser	
Artwork (sale amount on art card)	\$1,000.00
Plus HST (\$1,000 × 13%)	\$130.00
Amount purchaser pays	\$1,130.00
Amount Gallery charges Artist	
Commission (\$1,000 x 40%)	\$400.00
No HST charged	.00
Total	\$400.00
Amount Gallery gives Artist	
Amount purchaser pays (less HST)	\$1,000.00
Less Gallery's charges	(\$400.00)
Amount due to you, the Artist	\$600.00