

**Works on Consignment Agreement – Emerging Artist Gallery**

This agreement dated \_\_\_\_\_ is between \_\_\_\_\_ (artist), and the MANN Center for the Arts (consignee). The consignee accepts on consignment the exhibition artworks for a period of 60 days, inclusive of exhibition dates.

EXHIBITION DATES: \_\_\_\_\_

The works are on loan only. The artist retains copyright and full ownership of the artworks. In the event of a sale of an artwork the artist will be paid 70% (percent) of the retail price within thirty (30) days of the purchase. Works not sold during the exhibition will be returned to the artist in the condition received on designated art pickup dates.

Included works will be handled and stored with care by the consignee while in his/her possession. All exhibition artwork must be for sale.

The consignee agrees to create, at no cost to the artist, marketing and promotional content including but not limited to printed materials, exhibition web page, press release, social media, First Saturday reception, and email newsletter.

Artist agrees to deliver all artwork ready to hang by defined exhibition timeline, attend opening reception, promote exhibition on any applicable artist websites or social media, and pick up artwork on defined exhibition pickup dates.

**IMPORTANT STEP: Complete the online Art Intake Inventory Form:**

**<https://manncenterarts.org/gallery/intake/>**

**This form must be completed a minimum of two weeks prior to art intake. You will be required to sign a copy of this agreement on your designated art intake date.**

Artist Name (printed) \_\_\_\_\_

Artist Signature \_\_\_\_\_ / \_\_\_\_\_ (date)

Artwork Accepted by (consignee signature) \_\_\_\_\_ / \_\_\_\_\_ (date)

Picked up on \_\_\_\_\_ (date) by \_\_\_\_\_