



404 E. Western Avenue, Avondale AZ 85323 623.388.3840  
[www.catitudegallery.org](http://www.catitudegallery.org) [www.facebook.com/catitudegallery](http://www.facebook.com/catitudegallery)

CONSIGNMENT AGREEMENT

Name:

Phone:

Mailing Address:

Cell:

Email:

Catitude Gallery (**GALLERY**) agrees to accept artwork on consignment, listed on attached inventory: by (**ARTIST**)

for sale for a **CONTRACT TERM** beginning: ending:

The following commission/payment term will apply to each consigned artwork sold by Gallery:

% (commission to gallery)

% (payment to artist)

By signing this document, both parties agree to each stipulation listed in this agreement.

1. **ARTIST** retains ownership of all work consigned or represented by **GALLERY**. **ARTIST** retains copyright to all consigned artwork in perpetuity, as governed by law.
2. Retail Sales price for each consigned artwork will be established by **Gallery** in consultation with **ARTIST**. Factors influencing retail sales price include history of prior sales by **ARTIST**, market demand, and **GALLERY** knowledge of its inventory, buyers and price-points. **ARTIST** agrees to abide by **GALLERY** decision regarding price-setting.
3. **GALLERY** will exert all reasonable efforts to close sales of consigned or represented artwork.
4. Payment to **ARTIST** will be provided within 30 days after receipt of payment from buyer to **GALLERY**. If **GALLERY** accepts installment payment sales, **ARTIST** agrees to accept partial payments received by **GALLERY**. Artwork will not be released by **GALLERY** to buyer until full payment is received.
5. **GALLERY** will maintain facility insurance for fire/theft/vandalism, and declares that all consigned artwork will be covered by said insurance while in **GALLERY** possession. Reasonable efforts will be made to protect consigned artwork from accidental damage. **ARTIST MUST CARRY THEIR OWN INSURANCE AND SIGN OUR INSURANCE WAIVER.**

**CONSIGNMENT RECEIPT**

Date:                      Received from:

The following works of art on consignment:

- |               |             |                 |
|---------------|-------------|-----------------|
| 1. TITLE:     |             | DIMENSIONS:     |
| MEDIUM:       |             |                 |
| RETAIL PRICE: | COMMISSION: | NET DUE ARTIST: |
| 2. TITLE:     |             | DIMENSIONS:     |
| MEDIUM:       |             |                 |
| RETAIL PRICE: | COMMISSION: | NET DUE ARTIST: |
| 3. TITLE:     |             | DIMENSIONS:     |
| MEDIUM:       |             |                 |
| RETAIL PRICE: | COMMISSION: | NET DUE ARTIST: |
| 4. TITLE:     |             | DIMENSIONS:     |
| MEDIUM:       |             |                 |
| RETAIL PRICE: | COMMISSION: | NET DUE ARTIST: |
| 5. TITLE:     |             | DIMENSIONS:     |
| MEDIUM:       |             |                 |
| RETAIL PRICE: | COMMISSION: | NET DUE ARTIST: |
| 6. TITLE:     |             | DIMENSIONS:     |
| MEDIUM:       |             |                 |
| RETAIL PRICE: | COMMISSION: | NET DUE ARTIST: |
| 7. TITLE:     |             | DIMENSIONS:     |
| MEDIUM:       |             |                 |
| RETAIL PRICE: | COMMISSION: | NET DUE ARTIST: |
| 8. TITLE:     |             | DIMENSIONS:     |
| MEDIUM:       |             |                 |
| RETAIL PRICE: | COMMISSION: | NET DUE ARTIST: |

9. TITLE: DIMENSIONS:  
MEDIUM:  
RETAIL PRICE: COMMISSION: NET DUE ARTIST:

10. TITLE: DIMENSIONS:  
MEDIUM:  
RETAIL PRICE: COMMISSION: NET DUE ARTIST:

11. TITLE: DIMENSIONS:  
MEDIUM:  
RETAIL PRICE: COMMISSION: NET DUE ARTIST:

12. TITLE: DIMENSIONS:  
MEDIUM:  
RETAIL PRICE: COMMISSION: NET DUE ARTIST:

13. TITLE: DIMENSIONS:  
MEDIUM:  
RETAIL PRICE: COMMISSION: NET DUE ARTIST:

14. TITLE: DIMENSIONS:  
MEDIUM:  
RETAIL PRICE: COMMISSION: NET DUE ARTIST:

15. TITLE: DIMENSIONS:  
MEDIUM:  
RETAIL PRICE: COMMISSION: NET DUE ARTIST:

16. TITLE: DIMENSIONS:  
MEDIUM:  
RETAIL PRICE: COMMISSION: NET DUE ARTIST:

Catitude Gallery 404 E. Western Ave. Avondale, AZ 85323 623-388-3840 Cell: 602-616-3710

[www.catitudegallery.org](http://www.catitudegallery.org) [bmoleiws61@gmail.com](mailto:bmoleiws61@gmail.com)

# Catitude Gallery & Studio Artwork Waiver

I,  
agree to the following:

I acknowledge that my property, including, without limitation, any art or other items on display (collectively to be known as the "Property") may be damaged, lost or stolen during exhibition at "The Gallery" (jointly acknowledged as Catitude Gallery & Studio) located at 404 E. Western Avenue, Avondale, AZ.

I understand that The Gallery does not insure the Property and if I so choose I must acquire my own insurance. If I so choose such Insurance, I agree to submit a copy to The Gallery.

By signing this waiver, I hereby agree to indemnify and hold harmless The Gallery, its Board of Directors, employees or designated representatives, harmless from any type of intellectual property infringement, including but not limited to patent, copyright or trademark infringement.

By signing this waiver, I also agree to waive any personal injury or property damage claim, now or in the future, that I may suffer as a result of "The Gallery", and I agree to indemnify and hold The Gallery, Board of Directors, employees and designated representatives, harmless from any personal injury or property damage claim, now or in the future, that I may suffer or cause at "The Gallery".

I hereby represent and warrant that I have read this Artist Waiver Form in its entirety and fully understand its contents. I have signed the waiver voluntarily and of my own free will. By signing this waiver, I release and hold harmless The Gallery, its Board of Directors, employees or representatives from and against any and all claims of injury or damages relating to the above provisions.

Name:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Gallery Representative: \_\_\_\_\_

Date: \_\_\_\_\_

# Catitude Gallery and Studio

404 E. Western Avenue, Avondale AZ 85323

623.388.3840

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## CONSIGNMENT AGREEMENT

1. The attached works were received in good condition unless otherwise noted.
2. Payment to the artist for work sold will be completed within 30 days of purchase.
3. Name and address of the purchaser will be provided to the artist. The artist may withdraw his/her work with 30 days' notice. The gallery may request removal of work by artist with 30 days' notice.
4. At the end of the season if the work is not removed within 30 days, it will be considered abandoned and will be disposed of by the gallery.

Artist Signature \_\_\_\_\_ Date \_\_\_\_\_

Gallery Representative \_\_\_\_\_ Date \_\_\_\_\_

## **Catitude Gallery Submission Policies**

### **Requirements:**

All accepted artists will be required to do the following upon acceptance into the gallery:

- 1) When dropping off artwork.** Sign up to cover the gallery open hours (10am-5pm Tuesday-Saturday) (2) days per month, (in three month blocks) .
- 2)** If unable to work a scheduled day, artist must arrange for their own replacement from provided email/phone list of other artists and email the gallery of change as soon as possible.
- 3)** Receive training on first day of work, including opening and closing procedures, sales, becoming familiar with other artists work and duties expected during their work time.

### **When delivering accepted artwork to the gallery the artist must:**

- 1)** Provide 10 new email contacts for our social media list.
- 2)** Provide a printed biography for your file as well as the one submitted digitally for our website.
- 3)** Provide business cards (and brochures recommended).
- 4)** Provide all signed submission forms.
- 5)** All artwork must be suitably finished for hanging (no sawtooth hangers), in sleeves, clean.
- 6)** If you are a previous Catitude artist, please do not submit previous work. You will be welcome to place old work in art bins for originals or as prints.

**In keeping with Catitude Gallery's mission to provide an opportunity for artists to expand their skills, further their careers and make art available to the community, we require the following:**

- 1)** Attend all artist meetings
- 2)** Join at least one other art organization.
- 3)** Submit to (3) juried shows a year.
- 4)** Set up a professional Face Book page for your art and post at least 3 times weekly.
- 5)** Show up to and sign up to work our events.
- 6)** Produce supplemental items like greeting cards, mugs, prints, tote bags, tiles, t-shirts. It is recommended that 3- d artists provide a few small items at affordable prices.

## Website Requirements

Visit the website to see what is already on there to help make your choices of information more easily understood.

[www.catitudegallery.org](http://www.catitudegallery.org)

1. *Gallery Page*: Your Name
2. All the Media you work in.
3. (5) Good quality photos in jpg just for the website.
4. Pictures need: Title, Medium and Size. Let me know which image you want on the gallery Home page.
5. *Bio Page*: Artists Bio (Please update and shorten to two paragraphs for the website.)
6. Artists Statement Should be short.
7. Phone number - if wanted
8. Website link address - if wanted
9. Facebook (professional page only)! link - if wanted.

Email to [dottieartist2012@gmail.com](mailto:dottieartist2012@gmail.com) within two weeks of being accepted into the gallery for the season.