

The Dragonfly Gallery and Gardens, LLC

Artist Consignment Application

Personal Information:

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Daytime telephone \_\_\_\_\_  
Evening telephone \_\_\_\_\_  
Cell phone \_\_\_\_\_  
E-mail address \_\_\_\_\_

Art Information:

What is your form of art? \_\_\_\_\_

Title of artwork \_\_\_\_\_

Size \_\_\_\_\_

Insurance value \_\_\_\_\_

Artist statement \_\_\_\_\_

Suggested Retail Price of submitted work if accepted \_\_\_\_\_

Are you self taught? \_\_\_\_\_

Where else do you see/exhibit your work? \_\_\_\_\_



We have an array of events planned for The Dragonfly Gallery and Gardens. Please indicate how you would be willing to participate:

- ❑ Provide a brief biography that we can share with customers describing your background, your creative process, how you became interested in your particular art form or an interesting anecdote about yourself or your artwork.
- ❑ Provide a photo of yourself and give permission to list your name and feature photos of yourself and/or your work on our website.
- ❑ Provide a link to our store on your website.
- ❑ Distribute our store information at shows or among your customers and friends.
- ❑ Donate a piece of your work that can be submitted for local charity auctions in order to help promote the shop.

Dragonfly Gallery and Gardens will be successful if the artists work together with the owners to promote the shop. Bringing your friends and customers into the shop will help sell your work and increase our exposure to potential customers. Your active participation is a powerful marketing tool and all artists who sell at our shop will benefit through our combined efforts.

Do you have other ideas for promoting The Dragonfly Gallery and Gardens?

We will feature a specific artist every month with a special display in the shop and possibly a reception which will be publicized through press releases and our website. Receptions would be on second Thursday of each month from 6 p.m. to 9 p.m. The featured artists will be asked to attend, speak for a few minutes about their work and their process and demonstrate, if possible. We would also like the featured artist to spend two hours in the shop on one of the Saturday mornings during the month talking to customers about themselves and their work. This is an idea just formulating so your input would be appreciated.

Would you be willing to be a featured artist?



## Consignment Agreement

The Dragonfly Gallery and Gardens solicits high quality, creative craft and artwork to sell in our shop. All art must be handmade by the artist.

Having a mixture of merchandise will influence the selection of artwork.

Artisans will not be considered if their work will be in other Door Galleries simultaneously.

Prices will be determined in consultation with the shop's owners and the artist. Prices should be within 20 percent of the prices charged elsewhere; at shows or on your web site.

Artwork should be provided with a written list of the pieces and suggested retail prices.

Pieces may be labeled with your logo but may not provide a web site, phone number, or other contact information.

We will try to schedule appointments during quiet periods but if customers come in to the shop while you are there, please step aside and let us interact with them. We can sell your work much more effectively if we pay attention to customers and if they feel we are being helpful.

How and where artwork is displayed is at the discretion of the shop's owners. We will probably move your pieces at least once or twice during the 5-month period.

At the end of 5 months please call to schedule a pick-up. We will make our best effort to contact you but there is no storage space at our shop for work that hasn't sold. We can make an exception if you are out of town or ill but only if you call us. If we don't hear from you and can't reach you by phone or e-mail we will have to donate your work to charity.

While in our shop your artwork is insured under our standard property and casualty insurance. The artist will be responsible for making sure all items arrive undamaged and ready to display. Special instructions for jewelry; all earrings must be supplied on cards. Earring wires must be sterling silver or gold filled.

If an article is sold the artist will receive 70 percent of the agreed retail price. If a customer contacts the artist directly after seeing the artist's work at The Dragonfly Gallery and Gardens, we expect the artist to negotiate a commission or a finder's fee with The Dragonfly Gallery and Gardens.

Checks are processed on the 25<sup>th</sup> of every month and you only receive a check if some of your items have been sold. Please do not call to ask about your check unless you think there has been an error of some kind.

The owners reserve the right to terminate your participation at The Dragonfly Gallery and Gardens for any reason, including the following: providing your direct contact information to customers, failing to make an appointment to drop off or pick up work, copyright infringement, consigning work made by someone else.

Please read, initial each paragraph above, and mail to Susie Kemman, 2550 Lori Ann Drive, Beloit, WI 53511

Consignor's signature: \_\_\_\_\_

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

The Dragonfly Gallery and Gardens authorized signature: \_\_\_\_\_

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