

## Art on Main Gallery Consignment Terms

RESIDENCY: The exhibitor must reside and maintain a craft business in VT at least 6 months of the year.

EXHIBITOR INFORMATION: We ask that you provide us with biographical information and high resolution digital images that can be used for promotional purposes.

CONSIGNMENT/PAYMENT TERMS: Retail prices are determined by the exhibitor, although the manager at AOM is happy to advise on pricing. AOM will retain a commission on items sold based on commission structure (see page 4). Checks and sales statements will be ready by the 15th of each month for the previous month's sales. You may pick checks up at the gallery or have them mailed. Each check will be accompanied by a list of items sold.

DELIVERY OF WORK: Contact AOM and make an appointment with the manager for delivery and check-in of work. If exhibitor chooses to ship inventory, please notify gallery manager in advance. The exhibitor handles the costs incurred in the delivery of work to the gallery (including shipping) as well as for work requested to be returned.

*A completed inventory form must accompany work at the time of delivery. A staff person will count your work and initial the inventory list. You will be contacted if we find a discrepancy between your inventory list and work delivered. The same policy applies when work is removed. We will reimburse you for inventory discrepancies only when this procedure is followed.*

Label each item with your exhibitor number (assigned by AOM), item number, and retail price. (ie: 005LPA \$5). The code on each label must exactly (spaces and dashes count) match the code listed on your inventory form. If you have not labeled items ahead of time, please plan on doing so at the gallery at the time of delivery.

Items must be clean and ready to display. The artist must provide specialized packaging if necessary. Framed art must have properly installed hardware for hanging.

AOM reserves the right to refuse work that is defective, of poor quality, or not in keeping with previously approved juried work.

DISPLAY: AOM will display the work of exhibitors to the best of its ability. AOM welcomes display suggestions and fixtures, but reserves the right to determine what will work best in the gallery. Work will be displayed only by authorized staff. Work that is significantly dissimilar to that which was originally juried, especially in a different medium, must be re-juried separately.

While AOM discourages temporarily removing work from the gallery for any reason, we request a two week notice before doing so, and that 50% of the body of work remain to retain the gallery space. Communication regarding removal of work should be made only with the gallery manager.

DISCLAIMER: The artist assumes all warranty and product liability for exhibited work. AOM will pay for broken items less your usual commission unless the damage results from poor workmanship. We cannot assume responsibility for normal shop wear.

AOM is insured with limited coverage for theft and fire. We do not carry flood insurance. *We recommend that our exhibitors carry their own liability insurance to cover their work on display at the gallery.*

INVENTORY DISCREPANCIES: Upon request, AOM will send an updated inventory list to the artist. AOM will pay for inventory discrepancies (less the usual commission) under the following criteria: 1) The artist has followed procedure for checking and removing inventory 2) Discrepancies are reported to AOM after comparing our list with your records 3) Both parties agree there is not another reason for the missing inventory.

BACK STOCK: There is space for back stock at AOM. We appreciate having backup inventory for your pieces as they sell. We reserve the right to rotate stock in and out of gallery to ensure the most effective display at a given time. Each exhibitor is required to maintain an inventory of ALL STOCK given to the gallery.

RESTOCKING: All exhibitors are expected to bring new items to the gallery on a regular basis, ideally at least quarterly. The gallery will notify exhibitors when their inventory needs to be replenished. *Responsiveness to this need will enhance sales at AOM where many of our customers are regulars and need to see new and varied inventory.*

REVIEW AND RELEASE/REMAINING INVENTORY: Each exhibitor is guaranteed display in the gallery through the end of their contract term. In January of each year, AOM will review all work and reserves the right to release the exhibitor from renewal of their contract. Sales volume and continuing marketability of the work *and exhibitor responsiveness to retail and inventory needs* are among the considerations in determining exhibitor status.

If you are sent a non-renewal letter or you decide to leave the gallery for other reasons, *you must remove your inventory and any display items owned by you within 45 days or Art on Main reserves the right to dispose of these items.*

REFERRALS: When AOM refers a customer to you and an order results, the exhibitor takes the order directly from the customer and assumes responsibility for the transaction and sales tax. AOM requests a 10% commission or “finder’s fee” to be promptly submitted to the gallery.

#### Fee and Commission Structure – Art on Main’s fiscal year runs from April 1 to March 31.

Annual Membership Fee

Standard: \$75

Low Price Point\*: \$30

*\*Members whose entire inventory consists of items for which the member earns less than \$10 (i.e. cards, ornaments)*

*\*\*Other exceptions may be made for maple syrup, books, etc.*

Fee is due by March 31 for the exhibitor year beginning April 1. Unless other arrangements are made with the gallery manager *late payment of the annual fee will result in payments for work sold being withheld as payment and/or the exhibitor's work being pulled from display*. Grace period ends May 31. Fee will be prorated for exhibitors juried into the gallery later in the year.

#### Membership Benefits

Art on Main Community Membership benefits include free gift wrapping of any purchases made in the gallery, occasional 10% gallery discount periods, and other seasonal specials. Exhibiting Artist Members are eligible for these same benefits.

#### Working Members

Working members work in the sales gallery (or on other assignments as approved by the manager) for 2 shifts of approximately 3.5 hours each month January through November and 3-4 shifts of approximately 3.5 hours each in December.

Working members retain 70% of the retail price of items sold during months in which they have fulfilled their working hours, Art on Main retaining 30%. In addition to the membership benefits above, working members also receive a 10% discount on purchases in the gallery year-round.

For any months in which a working member does not fulfill their obligations, they will retain 55% of the retail price of items sold that month, Art on Main retaining 45%.

#### Non-Working Members

Non-working members retain 55% of the retail price of their items sold, AOM retaining 45%.