



CONSIGNMENT ARTIST EXHIBITION AGREEMENT BETWEEN:

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

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

EMAIL: _____

WEBSITE: _____

SOCIAL MEDIA ACCOUNTS: _____

ADDRESS: _____

HST # (if applicable): _____ **N/A:** _____

DATES OF EXHIBITION: _____ **to** _____

SPACE: Wall _____ Plinths/Other _____ **Fees Rec'd:** _____

Works to be Delivered on: _____ **at** _____

Unsold Works to be Removed on: _____ **at** _____

Artist Statement Rec'd: _____ **Artworks List 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.

Carleton Place Gallery:

- Commits to regularly promoting the gallery events and artists' work, in electronic and print media wherever 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 assumes no responsibility for loss or damage to any of the works while on exhibit.
- The Gallery will not store artwork, or packing materials and will not be responsible for artwork left in the gallery after the dismantling date.

All artists must:

- Advise the gallery of their HST Status – Registered _____ NOT Registered _____.
- 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 images that they intend to show (to be used for promotional purposes) as per our specifications. ____CPGallery will destroy all photos afterwards.
- Deliver and pick up work from the gallery on the assigned days and times. ____
- Be responsible for framing and presenting their work in exhibition-ready condition (hanging wires and D-rings attached, paintings dry, etc.) as approved by the Gallery. ____
- Agree to share and promote the gallery on social media and in their circles. ____
- Pay the gallery 30% commission on any work sold. ____
- 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. ____
- Identify sales and commissions that result from contacts generated through the Carleton Place Gallery, and pay the gallery commission of 30% on those sold works. (while represented and within 3 months of being represented at the gallery) ____
- Agree that all works are consistent with your current style and as those presented for jurying and not in a different medium. ____
- Own the copyright on any photographs used. ____

Consignment Artists:

- Pay a monthly fee for the three-month period. The Fee for all three months to be paid by e-transfer upon signing agreement.
- Showcase work for a 3-month period, replacing sold items promptly and refreshing items periodically per the guidance/input of the curator.
- 30% commission is applied to all sales. (see example below)

CONDITIONS ACCEPTED BY:

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

SIGNATURE OF CARLETON PLACE GALLERY GALLERIST: _____

Date: _____

If you have any questions, please contact us 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	
Painting (sale amount on art card)	\$2,000.00
Plus HST (\$2,000 × 13%)	\$260.00
Amount purchaser pays	\$2,260.00
Amount Gallery charges Artist	
Commission (\$2,000 × 30%)	\$600.00
Plus HST (\$600 × 13%)	\$78.00
Total	\$678.00
Amount Gallery gives Artist	
Amount purchaser pays	\$2,260.00
Less Gallery’s charges	(\$678.00)
Amount due to you, the Artist	\$1,582.00

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– HST-registered artists	
Description	Amount
Gallery Charges Art Purchaser	
Painting (sale amount on art card)	\$2,000.00
Plus HST (\$2,000 × 13%)	\$260.00
Amount purchaser pays	\$2,260.00
Amount Gallery charges Artist	
Commission (\$2,000 × 30%)	\$600.00
No HST charged	.00
Total	\$600.00
Amount Gallery gives Artist	
Amount purchaser pays (less HST)	\$2,000.00
Less Gallery’s charges	(\$600.00)
Amount due to you, the Artist	\$1,400.00