

Craftsman: _____

Craftsmen's Guild of Mississippi Craftsmen – Gallery Agreement

1. Work is consigned on a 60/40 basis, with the craftsmen retaining 60% of the retail figure for both the retail and E-galleries.
2. Craftsmen are requested to deliver work to the gallery only during preferred delivery times or by appointment. Preferred delivery times are from 10 am-12 pm and 2-4 pm Monday through Friday. Please call or email for an appointment outside of these times.
3. Deliveries must be accompanied by an inventory sheet that has been completed prior to arrival at the gallery. Inventory sheets are available for download on the Craftsmen Membership page of the website or at the gallery.
4. The gallery does not expect exclusive rights to the craftsman's work, but does expect that the retail prices in the gallery be the same as other retail outlets for the craftsman's work.
5. Tags on items should be 2" x 2" or smaller, professionally printed on cardstock and attached with black embroidery thread. Some exceptions may be allowed for items like jewelry or items requiring special care or directions. The gallery staff can be consulted for further assistance.
6. The gallery will make payment for amount due the craftsman by the 15th of the month following sale of work in the previous thirty (30) days.
7. The gallery will not permanently reduce the retail price of any consigned work unless advised to do so by the craftsman. If a sales price of consigned work is reduced at the request of the craftsman, the craftsman's commission will be 60% of the new price.
8. During a sales event at the gallery, the consignment percentage of the gallery will decrease, but the craftsman's percentage remains the same.
9. On occasion, craftsmen's work may be directly purchased at the rate of 50% of the retail price set by the craftsmen. Once purchased, the gallery owns the work and may raise or lower the retail price at its discretion.
10. The Guild gallery may return and/or rotate consigned works from the craftsmen at the discretion of the gallery.
11. Items cannot be removed from the gallery by craftsmen during the months of November and December without specific approval of the gallery manager. If items are removed from the floor during these months, there is no guarantee that those items or replacement items can be returned to or placed on the sales floor prior to Christmas.
12. Items are not to be brought to the gallery to be placed on the floor between the Monday after The Chimneyville Craft Festival and Jan 1st each year without specific approval by the gallery staff.

13. Occasionally, the craftsmen will be asked to increase the gallery's inventory to meet peak season periods. These works may be stored until the remaining shelf inventory is purchased. Other times, the gallery will endeavor to display the full inventory of the craftsmen's works.
14. Craftsmen who are demonstrating at the Craft Center will remit 20% of their total sales during the demonstration to The Guild.
15. Permission is given for the gallery to transfer and exhibit craftsmen's work to other secure exhibit or retail spaces for special events.
16. If a craftsman is contacted by the gallery to remove inventory, he/she must pick up or arrange for removal within 30 days. Active or inactive members will be responsible for any shipping and handling costs incurred for the return of their work. Any artwork that remains in the possession of the gallery for 60 days after the craftsman is contacted to remove the pieces becomes property of the gallery.
17. Artwork sold in the gallery or at any Craftsmen's Guild of Mississippi sanctioned event must be in compliance with the craftsman's approved medium and category in which he/she has been juried.
18. The gallery gives out names and contact information of the craftsmen at the request of customers who wish to commission work. A customary referral fee of 20% is due to The Craftsmen's Guild for commissions that result from referral by The Guild.
19. The Gallery at the Mississippi Craft Center and all exhibits and shows by the Craftsmen's Guild of Mississippi, Inc. will handle and install members' work with the utmost care. However, the Guild cannot be responsible for any loss, damage, or theft to the undersigned's property while in the possession, supervision or auspices of The Craftsmen's Guild of Mississippi. The member will hold harmless the Guild, its agents, volunteers, representatives, employees or sponsors from all manner of legal action, suits, damages, claims and demands whatsoever in law or equity. The Guild recommends that each craftsman insure their work prior to submitting it to the gallery.
20. The Guild reserves the right to reproduce images of items submitted to the Guild or Gallery for promotional use in print or electronic format including, but not limited to newsletters, post cards, emails, advertisements and website use.

Craftsman's Name (printed)

Craftsman's Signature

Date

Guild Representative's Signature

Date