



# Artist Consignment & Contract Form

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Artist Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Do you have a Facebook page or Instagram that you promote yourself on? If yes, please list your Facebook page name and Instagram handle below:

\_\_\_\_\_

- This form must be completed and submitted in order to sell your art at Central Wisconsin Cultural Center (CWCC). Original works must be created by the person who is submitting the art for sale.
- For art to be displayed on a wall or pedestal, items should arrive ready to hang or install by CWCC staff. CWCC is responsible for arranging the items within the Gift Shop.
- Each item needs to be clearly tagged with the inventory number and retail price you have listed on the second page of this form.
- Retail Price must include a 30/70 split. 30% of the sale to CWCC and 70% to the artist. Artist payouts will occur on a quarterly schedule.
- Every 90 days please swap out pieces with newly created items that have not previously been inventoried at CWCC.
- Holiday items (Valentine's Day, St. Patrick's, etc.) need to be picked up 20 days post holiday. If not, CWCC is allowed to sell or donate and keep the full selling price.
- CWCC staff may rotate inventory, as needed. Artists will be notified for pick-up.
- Abandoned artwork (never picked up after a year of being inventoried) will become a donation to CWCC. CWCC may donate or sell abandoned piece(s) and keep the full selling price.
- Unless noted, artist agrees to photographic use of their art for CWCC's promotional use in print, social media, news releases, etc.
- No artist shall have more than 25 items (based on size) and/or occupy over 2 sq. ft. of space. It is understood that exclusions may apply, please seek clarification from CWCC staff.
- Artists are responsible for their own insurance.

\_\_\_\_\_  
**Artist Signature\***

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**CWCC Representative**

\_\_\_\_\_  
**Date**

\*By signing this agreement, I also acknowledge the receipt of/and acceptance of all conditions in this document.

