

# *Sterling Creatives LLC*

## Visiting Artist Consignment Form

I, \_\_\_\_\_ (print name), FEIN/SSN \_\_\_\_\_ a Visiting Artist of *Sterling Creatives LLC*, agree to abide by the consignment rules. I understand that, in return, *Sterling Creatives LLC* agrees to act on my behalf to display and sell my goods.

### Understandings in common:

1. Commission on sales is 65% to the Visiting Artist and 35% to Sterling Creatives. Sterling Creatives LLC will collect and submit all sales taxes.
2. Gallery hours are primarily Wednesday through Saturday and may change with the seasons.
3. Visiting Artists may consign up to 5 pieces at one time. Each piece will be removed if not sold after 60 days. Items not picked up after 80 days will be disposed of. If you would like to renew your consignment after 60 days, a new form needs to be signed & pay the fee for that cycle.
4. The Visiting Artist will pay a fee of \$30, per 60 day cycle, due upon delivering items to Sterling Creatives. This is to help offset the operating expenses of Sterling Creatives.
5. All goods are delivered at Visiting Artist's own expense to Sterling Creatives LLC.
6. Visiting Artists accept full responsibility for goods placed in the store. Sterling Creatives LLC, while exerting reasonable precaution to ensure safety, is not responsible for theft, shoplifting, breakage, fire or vandalism of Visiting Artists goods.
7. Final decisions regarding display are made by the Leadership Team, which will make every effort to display Visiting Artists work fairly, based on available space.
8. All items must be delivered ready to be hung or otherwise displayed and priced. Sterling Creatives LLC will supply price tags.
9. Visiting Artist will complete an artist inventory sheet. Each Visiting Artist will be assigned a number \_\_\_\_\_ which must be on each price tag. It is the visiting artist responsibility to check their artworks in, when you bring them AND out if you pick them up after 60 days.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**EMAIL** \_\_\_\_\_ **WEBSITE** \_\_\_\_\_

**HOME PHONE** \_\_\_\_\_ **CELL PHONE** \_\_\_\_\_

**DATE ARTWORK DELIVERED** \_\_\_\_\_

### Short Biography to use in marketing

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**Would you be interested in becoming a member?** \_\_\_\_\_