

**Artworks Local Art and Gifts LLC
13700 Perdido Key Drive, Suite 124, Perdido Key, FL 32507**

**Artist Application and Contract
Effective January 2023 (revised)**

Please email a biography and four/five photos of your work to:
artworkslocalartgifts@gmail.com

Artist Name _____

Mailing Address _____

Email Address _____

Phone Number _____

Website _____

Description of your work style/medium _____

Approval for any changes in your art/medium requires approval from the gallery coordinators: Cynthia Hobgood and Christina Steffen.

Commission Fees: Based on whether you are or are not working shifts at the shop. Our business hours are from 10am-5pm daily, except Thanksgiving and Christmas. A shift is 10am-1:30pm OR 1:30pm-5pm. Working a whole day counts as 2 shifts.

Work_____ Shifts_____ per month 25% commission on sales due to/paid to Artworks.

Nonworking artist each month 35% commission on sales due/paid to Artworks.

Spaces are generally 5'x9' monthly consignment fee of \$55 a month (subject to change).

Space Charge \$_____ Per Month

Consignment Fees are due the 15th of each month. If an artist pays with a card a 3.5% fee is added to the fee. Cash or checks are acceptable.

If a working artist cannot work (emergency, vacations, etc.) a 35% commission on sales will apply for each month the artist is absent. Please contact an owner to discuss your situation.

Artists are allowed to open the gallery (upon acceptance into the shop the artist will receive a key) after hours to update their space.

The artist (non working and working) shall be responsible for all credit card transaction fees through square. No fees for this apply if it is a cash sale. The commission fee of 25% or 35% comes out of the artist's gross sales before the square fee is calculated.

A three month consignment fee is due upon the start date for all new artists. A pro rate is calculated if the artist starts before the end/start of a month.

Artworks will do everything possible to maximize your sales. We are active members of the Perdido Key Chamber of Commerce. We consistently advertise in every venue we can, including several open houses, non-profit fundraisers (Save Underdogs), Mullet Wrapper and an occasional party!

Please remember each space is consigned through Artworks and may have different allowances depending on art form and personal needs

Artist Signature _____ Date _____

Approved by _____ Date _____

Approved space/room: _____ Artist Code _____

CONSIGNMENT SPACE POLICIES:

- Floor must be clear of all art.
- No rugs.
- Artist agrees to keep their space including surrounding floor clean, free of dust, etc.
- Cabinets, shelves, stands, etc. must be approved by the gallery coordinators.
- Wall hanging shelves are allowed up to 12 inches deep. Any shelving must be screwed into a stud.
- If you have any prints you may reserve a basket on the print rack for \$10/month plus 25% commission. Prints must be signed, numbered, cellophane wrapped and backed with paper board or foam core.
- Back drops must be approved by the gallery coordinators.
- NO art allowed past the designated rental space.

DISPLAY GUIDELINES:

- All hanging art must be framed.
- Hanging work must be secured with wire backing or saw tooth hangers.
- All hanging art must have a visible tag of price and SKU. You may include medium, size and/or title.

- Update your space as needed ex. Christmas items, holidays, etc.

WORKSHIFT POLICIES:

- Sign up on Google calendar or contact Christina Steffen at 314-226-4269.
- If you cannot work your shift (emergencies happen) you are responsible to find a replacement. Please contact Christina with these changes.
- It is imperative to fulfill your work shift obligation. It is suggested you sign up early to make sure you get the dates and times to fit your calendar. Christina sends an email with available dates and times about 2 weeks before the start of the next month as a reminder.

NOTES:

- Bathroom for staff only. The public restroom is located across from the elevator.
- Policy changes or updates are the responsibility of the owners. All artists will be contacted if such occurs.

**Artworks Local Art and Gifts LLC
Insurance Policy**

Artworks Local Art and Gifts LLC is NOT responsible for insurance coverage of damaged or stolen artwork and/or injuries of customers due to artwork displayed.

Artist, on behalf of him/herself and his/hers/its heirs, executors, personal representatives and assigns, hereby releases and holds harmless, Artworks Local Art and Gifts LLC, its officers, directors, members, volunteers, insurers and officials, from any and all claims, demands, damages, causes of action, suit, controversies, sums of money, attorney's fees and costs for any personal injury, death or property damage arising of Artist's renting with Artworks Local Art and Gifts LLC, even if the personal injury, death or property damage is caused in part by the negligence of Artwork Local Art and Gifts LLC.

It is recommended all artists purchase insurance to cover the above mentioned coverage. However, it is not a requirement.

All artists will be responsible for removing their art prior to impending weather that threatens the area.

Signature _____

Date _____

Printed Name _____