

## GIFT SHOP CONSIGNMENT

Welcome to the Beach Art Center Gift Shop! We are very pleased that you are consigning your artwork with us. Below are a few things that you will need to know.

Artwork is accepted during our normal business hours Monday-Friday 9am-4pm. Thursdays are the best day to submit work. Please call or email first before you arrive so we know to expect you. If you have never submitted work to our Gift Shop before, please email us first with photos of your items. Email [info@beachartcenter.org](mailto:info@beachartcenter.org) or call 727-596-4331.

*Acceptance of artwork to the Gift Shop is subject to staff discretion and available space.*

### **Art Requirements & Time Commitment**

- Art will be displayed for sale for a period of one month (or more) at which time the Artist may be called to retrieve the item, or asked to reduce the price of the item.
- Art should not be consigned if the Artist plans to be out of town for more than 1 month.
- An artist can consign up to 2 paintings at a time (framed or unframed)
- Giclee is accepted
- Paintings must be ready to hang with wire on the back. Non-wired or frames with sawtooth hangers will be displayed on a shelf only if there is room to accommodate them.
- The number of items consigned will depend on the size, and availability of shelf space.

### **Procedures and Paperwork**

The following forms must be completed when consigning your artwork:

- Authorization for Direct Deposit and W-9 Form.
- A Release of Liability Form.
- A BAC info form for each item. (Name, title, price, etc.)

### **Sales Information**

- BAC will place a price tag on each item submitted. The tag will list the item title, artist name, item price, and the date it was submitted. We will use this date to determine when to call the artist to pick up the item if it does not sell.
- Consignment payments are issued monthly around the 10<sup>th</sup> of the month for any items sold the previous month.
- Consignment rates: BAC member 70% to artist 30% to BAC; Non-member 50% to artist and 50% to BAC.
- Consignment payments are only made via direct deposit.

**Questions?** Email [info@beachartcenter.org](mailto:info@beachartcenter.org) or call our office at 727-596-4331.

