

Artist-ACCI Consignment Agreement:

This Form Due by: **FRIDAY, OCTOBER 30, 2009 to ACCI Gallery**

URBAN RENAISSANCE: NEW VISIONS OF JEWELRY AND SCULPTURE



Thank you for your participation in the Exhibition organized by MAG [METAL ARTS GUILD of the BAY AREA] and ACCI [ARTS AND CRAFTS COOPERATIVE of Berkeley].

Please read the following information carefully and sign on page 3 if you accept the terms. Please submit the signed consignment agreement **by Friday, October 30 to ACCI** by email at info@accigallery.com or by mail at the address below. In either case, please clearly indicate: "**RE: Urban Ren**". You should make a copy for your records.

If you have any questions or would like to discuss your responses in more detail: For general questions about the exhibition, please contact Ron Elson: mag.exhibition@gmail.com For questions about registration or digital images, please contact emiko oye: mag.exhibition@gmail.com For questions about the Consignment Agreement, please contact ACCI Gallery: info@accigallery.com

Please be sure to include "Urban Ren" in the Subject line of any email.

ARTIST

Name (as you would like it to appear in print)

Street address (let us know if your SHIPPING address is different)

City/state/zip

Preferred telephone contact (please specify: cell, studio or home)

e-mail address

AND the ARTS AND CRAFTS COOPERATIVE, INC: (hereinafter "ACCI") OF 1652 Shattuck Ave Berkeley, CA 94709-1631 (510) 843-2527, hereby enter into the following Agreement:

1. LOCATIONS, DATES AND EVENTS

The Artist agrees to consign and ACCI agrees to accept those artworks listed on the artwork **Inventory Form** for the purpose of exhibition in *Urban Renaissance* to be held at ACCI on the following dates:

Exhibition Dates: November 13, 2009 – December 6, 2009

Reception: Friday, November 13, starting at 5 PM

Work to arrive: Sunday Nov 8 from 11am-3pm at Revere Academy, SF – please see details below

De-Installation Dates: Pick up at ACCI, Berkeley -- Monday December 7, between 12 – 5 PM

2. DURATION OF CONSIGNMENT

The Artist and ACCI agree that the initial term of the consignment for the Artworks is to be from installation dates through de-installation dates listed above. The Artist agrees that no work will be returned or removed from the Gallery before the end of this term. Exceptions may be made by the ACCI Gallery Director in the event of a sale which requires removal prior to the exhibition close.

3. DELIVERY INFORMATION

a. Packing and Labeling: Please label the **outside** of your box with your **full name and “MAG Urban Ren”** for unpacking, storage and return to you. Please label the **inside** of your box and all **interior** packing material the same. Please label **each art work** piece the same plus add the **name of the piece**. Please include a **copy of your inventory list** in the box.

In addition, please follow the general **Packing Guidelines** [separate document]. Copies are available on the MAG website.

b. Drop-off of artwork should be on Sunday Nov 8 from 11am - 3pm at Revere Academy, 760 Market St, Ste 900 9th Floor, SF 94102 [Attn: emiko oye]. [Near BART Powell station]. Drop-off contact is emiko oye at 415-515-5103.

c. Exceptions to drop-off schedule may be requested by contacting us at mag.exhibition@gmail.com **PRIOR TO NOVEMBER 1**. It may be possible to arrange earlier drop-off at Revere site or in the East Bay. It may be possible to arrange shipping for artists out of the Bay Area. **AGAIN ANY REQUESTS FOR SPECIAL ARRANGEMENTS SHOULD BE MADE AS EARLY AS POSSIBLE AND MUST BE MADE PRIOR TO NOVEMBER 1**. If Shipping arrangements are approved, the artist agrees to pay for shipping & insurance charges for work sent to the exhibition.

d. Written confirmation: We will send email confirmation of any approved exceptions. If you haven't heard back, please contact us. We cannot guarantee acceptance of ANY submissions unless written confirmation has been received.

e. Return of unsold work will begin immediately after the exhibition closes. Artists should arrange to pick up their work THEMSELVES on Monday December 7 at ACCI Gallery between the hours of 12 and 5.

f. Any exceptions to pickup schedule: If you wish someone else to pick up your work, written notification must be received by the ACCI Gallery **PRIOR TO FRIDAY DECEMBER 4**, and confirmation approval received back from the Gallery. Any other special circumstances including return shipping for pieces originally shipped must also be requested in writing **PRIOR TO FRIDAY DECEMBER 4**, and confirmation approval received back from the Gallery.

4. INSURANCE

Artists are responsible for all aspects of delivery and return including insurance until work is received and signed for.

While at ACCI all work is insured for the wholesale value (artist percentage).

5. PUBLICITY/PROMOTION

ACCI / MAG will use their best efforts to promote the sale of the Artworks by taking responsibility for invitations, advertising and other forms of publicity (except for photography of artwork). Approximately two weeks before the show we will send each artist 50 invitations. Let us know if you would like additional invitations. We would appreciate your sending them out with personal notes to your own mailing lists.

To enable us to better promote the exhibition and your work, please email the following as soon as they can be available. Material should be sent to: Ron Elson at mag.exhibition@gmail.com Please include "Resume", "Artist statement", and/or "Digital images" as appropriate in the Subject line.

- a. **A resume and artist statement** (as Microsoft WORD documents). This will also be available in a binder during the Exhibition.
- b. **Digital images** (via e-mail) of the work that we will be exhibiting

The sooner we have this information, the better we will be able to promote your work. Images should be 300 dpi so that we can use them in print or on the internet. Please include photo credits if applicable.

The Artist grants permission for ACCI / MAG to photograph the Artwork for media purposes, for possible sales via our website, and for our archives of the Exhibition.

6. ARTIST PAYMENT

- Exhibited artwork must be for sale.
- Pricing will be based on a 50/50 split (50% to the artist, 50% to the ACCI).
- Checks to artists are issued within 45 days from when the artwork is paid in full.
- **In the event that your work sells through the gallery you agree to provide your social security number to ACCI's gallery director so that a 1099 may be issued to you for tax purposes.**

7. MISCELLANY

This agreement represents the entire agreement between the parties. If any part of this agreement is held to be illegal, void or unenforceable for any reason, such holding shall not affect the validity and enforceability of any other part. A waiver of any breach of the provisions of this agreement shall not be construed as a continuing waiver of other breaches of the same or other provisions.

Artist signature & date

please print your name

ACCI Gallery Director signature & date

Print ACCI name