

Buffalo Creek Gallery  
104 East Warren Street  
P. O. Box 3331  
Shelby, NC 28151  
704.487.0256

## **CONSIGNMENT APPLICATION**

Buffalo Creek Gallery is a co-operative artists' gallery, established in 2006 in the heart of Uptown Shelby, NC. We consist of local artist members who display, sell their work, and cooperatively operate the gallery. We appreciate your interest in applying to become a consignment artist. Please complete the attached forms: Jury Application and Consignment Artist Contract.

Criteria for juried work is based on originality of design, artistic creativity, craftsmanship, and appropriateness to the scope of work that we currently carry.

With your application, please bring or send 5-10 pieces of your artwork, ready to display or hang, and label each piece with the retail price—understanding that the gallery will take a 35% commission from sales. The artwork submitted should reflect the full range of work you intend to display and sell. Please include the following with your work to be juried:

- \* Signed Consignment Artist Contract
- \* Completed Jury Application
- \* Your resume and photo

The Jury Chairperson will notify you after the jury process is complete to inform you of the decision concerning your acceptance. If you are accepted, the gallery will take a 35% on items sold through the gallery. Every precaution is taken to make sure the items you leave to be juried or displayed are safe. However, please understand that we are not responsible for theft or damage.

Please keep a copy of all forms submitted to Buffalo Creek Gallery for your records.

## CONSIGNMENT ARTIST CONTRACT

Buffalo Creek Gallery allows the placement of handmade crafts and original works of art for sale in the gallery by non-members under the following conditions:

1. Each person allowed to show on consignment must be approved by the Jury Committee and must sign the consignment contract. The contract is renewable monthly and may be terminated at the end of any month by vote of the members. Representative pieces to be displayed must be presented to the jury, and only those pieces approved may be placed in the gallery. Pieces that are sold may be replaced with similar pieces after the work has been properly labeled and checked in by the Inventory Coordinator.
2. Display of consignment pieces will be on a space available basis, determined by the Space Coordinator. No consignment artist will be granted permanent or exclusive space in the gallery. The consignment artist must maintain a full look to his/her assigned space at all times. Any exception to this must be handled by the Space Coordinator or the Jury Chairperson.  
**Consignment artists must get permission from the Inventory Coordinator before removing any or all of their work from the gallery.** To withdraw from the gallery, the artist must submit intentions in writing or via email to the Inventory Coordinator two weeks prior to removing the art.
3. The consignment artist will be assessed a commission of 35% of the price of all pieces sold through the gallery. The commission will be deducted from the consignee's monthly check. The amount of commission is subject to change at the discretion of the Gallery, following a 30 day written notice. If payment is less than \$25, no check will be issued that month and the amount will be carried over to the next month.
4. Neither Buffalo Creek Gallery nor its individual members will be held responsible for loss, theft, or damage to consignment pieces. Consignment artists are encouraged to have insurance on their artwork.
5. Acceptance of an artist's work on a consignment basis does not constitute membership in Buffalo Creek Gallery and does not entitle the consignee to vote, hold office, possess a key, work in the gallery, attend meetings, or otherwise participate in the association except by special invitation by the Gallery.
6. Other conditions affecting this contract may be imposed at any time by the Gallery.

I have read, understand, and agree to abide by the terms and conditions of this contract.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (printed) \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

**BUFFALO CREEK GALLERY JURY APPLICATION**

Name (printed) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone (cell) \_\_\_\_\_ (home) \_\_\_\_\_

Medium to be juried (pottery, jewelry, painting, etc.) \_\_\_\_\_

List each item submitted for jury (minimum 5 pieces) and the retail price, allowing for 35% commission. The work must have been completed within the last 12 months.

1. \_\_\_\_\_ Price \_\_\_\_\_

2. \_\_\_\_\_ Price \_\_\_\_\_

3. \_\_\_\_\_ Price \_\_\_\_\_

4. \_\_\_\_\_ Price \_\_\_\_\_

5. \_\_\_\_\_ Price \_\_\_\_\_

6. \_\_\_\_\_ Price \_\_\_\_\_

7. \_\_\_\_\_ Price \_\_\_\_\_

8. \_\_\_\_\_ Price \_\_\_\_\_

9. \_\_\_\_\_ Price \_\_\_\_\_

10. \_\_\_\_\_ Price \_\_\_\_\_

I understand that neither Buffalo Creek Gallery, nor its individual members are responsible for loss, theft, or damage of/to the work and/or other items left by the prospective consignment artist.

Signature \_\_\_\_\_ Date \_\_\_\_\_