

CONSIGNMENT ART DROP OFF DIRECTIONS

For Gallery and/or Gift Shop

Please make sure you fill out **all** required forms (artist consignment agreement form and appropriate inventory sheets). Please be sure that all items (gallery and gift shop) are PROPERLY AND LEGIBLY TAGGED. Always put newly completed and/or updated forms into the “NEW and UPDATED INVENTORY FORMS” box.

STEP 1 – Complete Artist Consignment Agreement Form – Read and fill out both sides then sign.

STEP 2 – Fill out Artist Inventory Sheets for gallery and/or gift shop consignment art pieces.

Please note: There are different inventory sheets for the gallery art and the gift shop art. Please include all of the following:

- Your ARTIST CODE: First letter of your first name, then the first three letters of your last name.
For example: Theresa Mehaffy = TMEH
- Your contact email or phone number
- Date you brought the item(s) into the gallery
- Item number – This number you assign to each piece (Numbers only please)
- Gallery Items (quantity limited to current guideline) Please include: Title; Medium: Selling Price: Item number
- Gift Shop Items – description, quantities and selling price. List one item per line.
Example: Watercolor Print: 8x12; “Bolt Castle” Quantity: 1 Selling price: \$40.00
Scarf and hat set: Knitted; Red Quantity: 1 Selling price \$34.00
If you are submitting several similar items which have the same price, you may use one line. All items will have the same item number and selling price, however the color or design may vary.
Example: Silk scarves; 8”x24”; various colors Quantity 4 Selling price \$54.00 (each)
Greeting cards; various designs Quantity 6 selling price \$5.50 (each)
- Selling price- You assign this number. Remember, AANNY keeps a % of this depending on how many work credits you have received during each credit period. (see “Artist Consignment Agreement”)

STEP 3-TAGS- All consigned art must have a tag attached to the individual item. **TAGS FOR GIFT SHOP ART-** These tags may be “stick on tags” or “string tags” depending on the item. The artist is responsible for providing and placing these tags on their own items. ALL TAGS MUST HAVE: Artist’s Code, followed by item number and price of item. Example: TMEH 01 TMEH 02. **All information on the tag must be LEGIBLE.**

TAGS FOR GALLERY AND FRONT FOYER ART –All art which is displayed in the gallery and front foyer will have printed “gallery tags” applied. The gallery is responsible for printing these tags and affixing them to your works of art. These gallery tags are generated from the “Gallery Inventory Sheet” which you filled out and placed in the “Updated Gallery Forms” box. In addition to filling out the inventory sheet, please fill out a temporary tag and attach it to your artwork. Temporary tags are available at the main desk.