

Artworks Local Art & Gifts LLC @Villagio on the Key  
13700 Perdido Key Drive, Suite 124, Perdido Key, FL 32507

**Artist Application**  
**Effective June 2021**

Artist Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_ Home Phone \_\_\_\_\_

Website \_\_\_\_\_ Cell Phone \_\_\_\_\_

Description of your style & medium \_\_\_\_\_

(Approval is needed for any changes of art style or medium that is listed above. This will be strictly enforced for the benefit of all artists in the gallery.)

Please Email a Biography and four/five photos of your work to [artworkslocalartgifts@gmail.com](mailto:artworkslocalartgifts@gmail.com)

**BRING THIS APPLICATION TO THE GALLERY**

**CONSIGNMENT FEES: (\$25 deposit)**

- 5ft x 8ft space, works 5 shifts: \$50/month with 25% commission
- 5ft x 8ft space, no work shifts: \$50/month with 35% commission
- ½ space, work 3 shifts: \$30/month with 25% commission
- ½ space, no work shift: \$30/month with 35% commission

**ARTIST WORK SHIFTS:**

Normal Gallery hours are: Tue.-Sat. 10:00 – 5:00 Sun.-Mon. 11:00-2:00.  
Shifts are 10:00-1:30 or 1:30-5:00 or 11:00-2:00 on Sunday and Monday.

Artist are allowed to open gallery and work outside of normal hours, but, this does not fulfill your agreement shift.

There is a minimum three month consignment. Artworks will do everything we can to maximize your sales. We will meet with you periodically if needed to achieve this end. The \$25 deposit will be refunded if artists patches and paints their space with Gallery Coordinator approval.

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

ARTIST SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Approved space: \_\_\_\_\_ Approved Shifts: \_\_\_\_\_

Artist Sales Code: \_\_\_\_\_

## CONSIGNMENT SPACE Policy:

The below policies are to keep uniformity and safety throughout the gallery.

1. Floor must be clear of all art.
2. No rugs.
3. Cabinets, shelves, stands, etc. must be approved by Gallery Coordinator.
4. Wall hanging shelves are allowed up to 12 inches deep. (Metal shelf hangers must be screwed into at least one of the wood studs in the wall.)
5. Wall must be patched and painted when you relocate your space or discontinue your sales space
6. If you only have wall hanging art you are allowed to consign a basket on the print rack for \$10/month if space available.
7. Back drops on wall must be approved by Gallery Coordinator.
8. NO art allowed past designated rental space.

Approved Variance from above: \_\_\_\_\_

## DISPLAY GUIDELINES:

1. **All hanging wall art:** must be original work. For prints to be considered as originals (framed and hung on the gallery walls) must be limited edition, hand-pulled, numbered and signed by the artist.).
2. **Hanging Guidelines:** Hanging works must be constructed with eye and wire, except for 5x7 or smaller works in which case saw tooth hangers are allowed.
3. **Labels:** Wall hanging pieces described in (1) above should include Name, title, medium, retail price and the gallery sales code.
4. **Sales Tags:** All items in the gallery must have the two letter artist code along with either an item number or description. This is necessary for recording your sales for your sales report with payment of sales at end of month. This tag must be easily removed from items and be no larger than 1 ½ inches x 2 inches (unless it is large wall piece such as paintings.)

## WORK SHIFT Policy:

1. Sign up in pencil on calendar no later than the 15<sup>th</sup> on the month for the following month.
2. If you cannot work the shift you signed up for, you are responsible to find a replacement. Write the name of the person filling in for you along with who they are filling in for. Example: Kim is filling in for Chris.
3. \$25 fee for each shift will be processed to an artist if found to be negligent of fulfilling their shift requirements.

Bathroom for staff only. Please recommend public restrooms at end of building.

Gallery Coordinator: Kim Brungraber 850-619-6501 email [artworkslocalartgifts@gmail.com](mailto:artworkslocalartgifts@gmail.com)

## **CONSIGNMENT OPTIONS**

Place an "X" in the square that fits your request. Rules apply from Artist Agreement pages 1-2 unless mentioned differently for each alternative. All items must be juried in. The jury will consist of Christina Steffen and Kim Brungraber. The jury has the right to ask artist to remove any or all items with one week notice.

**Individual items for floor space** is available for \$15 plus 25% commission. Each item must be juried in and jury can decide which items and how many items are allowed. Number of items for this price is determined by jury on size of items and floor space available. If artist does not already have wall space, you will be required to work 2 half day shifts a month OR 35% commission instead of 25%. Approved shift change is mentioned and initialed by jury member on Page 2.

**Print Rack is available** with eight baskets. Each basket will be rented for \$10/month, 25% commission. All prints must be professionally done: signed, numbered, in cellophane wrap and foam core backing. Removable tags with Artist two letter code, title, and price. If artist does not already have wall space, you will be required to work 1 half day shifts a month OR 35% commission instead of 25%. Approved shift change is mentioned and initialed by jury member on Page 2.

Artist Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Artworks Local Art & Gifts

Artworks Local Art & Gifts LLC is not responsible for insurance coverage of damaged or stolen artwork or injury of customers received by artwork.

Artist, on behalf of him/her/itself and his/her/its heirs, executors, personal representatives and assigns, hereby releases and holds harmless Artworks Local Art & 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 out of Artist's renting with Artworks Local Art & gifts LLC, even if the personal injury, death or property damage is caused in part by the negligence of Artworks Local Art & Gifts LLC.

It is recommended that all Artist purchase insurance to cover the above mentioned coverage.

Artist will be responsible for removing artwork prior to any impending storms or disasters.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print your name: \_\_\_\_\_