**Gallery Shop Terms and Conditions for sale of artwork**

**Thank you for your interest in the Gallery Shop! As part of our mission to increase awareness and appreciation of the arts throughout southwestern Indiana, The Arts Council is pleased to provide a venue for its artist members of all mediums to consign high quality original artwork, CDs, and publications. Please review the following guidelines prior to submission:**

* Artist must be current member of the Arts Council ( purchase or renew membership on line or in person ) (insert link to membership page on website)
* Prices for artwork are decided by the artist.
* Artist must submit relevant examples of the artwork to be sold, either by appointment by calling 421-2111 or by submission as email attachment to info@artswin.org . Arts Council staff retains full discretion as to whether artwork is accepted.
* The Arts Council receives 35% commission of all sales made from the Gallery Shop. 7% sales tax will also be applied to sale and paid to the State by the Arts Council
* Artist will be paid by check the first week of the next month following sale, less Arts Council commission and sales tax.
* Artist shall provide and maintain an itemized inventory of all artwork submitted, and current contact information.
* Artist must properly label each piece identifying the artist and price.
* A consignment agreement with Arts Council shall be signed by artist before pieces are displayed.
* Artist is responsible for keeping contact information updated.
* Artist must inform staff any relevant information concerning display of art piece.
* Works will be displayed and offered for sale to the general public for a minimum 3 months, which may be extended at the discretion of the Arts Council.
* Any artwork which is not retrieved by the artist or their representation within 30 days after being notified to pick up unsold items will be considered abandoned by the artists and shall become the property of the Arts Council.