



35 Peninsula Drive
Erie, Pennsylvania 16505
Telephone: 814.790.5615

ARTIST CONSIGNMENT POLICIES

Please read the following policies carefully.

For consideration in displaying your art in our gallery, please call 814-790-5615 between the hours of 8:00 AM – 10:00 AM or from 2:00 PM – 7:00 PM or email picoffeehouse@yahoo.com to make an appointment to review your art. We will not review any artwork without an appointment.

Artwork: When dropping off art work accepted for the **Presque Isle Gallery Coffeehouse**, the artist must complete a Consignment Form. As owner, the artist establishes the price. **Presque Isle Gallery Coffeehouse** is available to consult and offer resources in order to assure that the work is priced at fair market value.

Each piece will be assigned an Artist Code and Item Number.

All art work must look clean, professional and ready for sale.

• **All artwork must be identified with:**

Artist's full name

Title of work

• **Presque Isle Gallery Coffeehouse encourages artists to include the following information with each piece:**

Explanatory text

• **Stable hangers are mandatory for framed pieces.**

• **Mattes must be clean and undamaged.**

• **Two-dimensional pieces must not exceed 24" x 36".**

Payment: For the artwork sold **Presque Isle Gallery Coffeehouse** will pay the artist the wholesale price (65% of the retail price) listed by the artist on the Consignment Form. Payment will be available on the 15th of the following month to all artists who retrieve and reconcile their sales. **Presque Isle Gallery Coffeehouse's** commission is 35% of the retail price unless otherwise agreed upon at the time of consignment.

Pick up: Consignment periods last 90 calendar days unless otherwise agreed upon by **Presque Isle Gallery Coffeehouse** and the artist. **Presque Isle Gallery Coffeehouse** reserves the right to rotate work based on the needs of the gallery and space availability.

Artists must retrieve unsold work during specified pick up hours.

All works not picked up as scheduled are subject to a handling fee of \$5 per day. Works not retrieved after 30 days become the property of **Presque Isle Gallery Coffeehouse**.

Liability: Completion of the Gallery Consignment Submission Form does not guarantee inclusion in the **Presque Isle Gallery Coffeehouse**. Artist whose work is selected owns the pieces until it is sold by **Presque Isle Gallery Coffeehouse**. All works will be handled with professional care. **Presque Isle Gallery Coffeehouse** limits liability for damage of artwork from handling, viewing and exhibition use during the consignment period. **Presque Isle Gallery Coffeehouse** is not responsible for damage or loss that occurs prior to, during or after expiration of the consignment period. Artist shall at all times maintain appropriate property and loss insurance coverage on any consigned items to protect Artist against damage or loss to such consigned goods.

The artist agrees to the aforementioned policies by signing and dating the Consignment Form under the supervision of the Presque Isle Gallery Coffeehouse Owner.