

Consignment Terms & Conditions

Sauder Village is pleased to have the opportunity to stock your original work through our consignment program. This program is an agreement between you, the artist/author and Sauder Village, to offer your original items for sale in Sauder Village retail areas. By consigning your items with Sauder Village, you agree to abide by the following guidelines in this agreement.

Selection

Offers of consignment shall be evaluated and selected based on the following criteria:

- Product quality
- Reflection of the Mission of Sauder Village. “We foster a unique environment that explores the past, engages the senses, and inspires wonder.”
- Thematic connections to exhibits, programs and/or collections
- Local/regional connections
- Support of the Sauder Village effort to encourage the growth and preservation of traditional crafts and trades

Conflicts of Interest

It shall be the policy of Sauder Village to not accept consignment of artwork or objects closely related to the Sauder Village Collections or the in-house products of Sauder Village crafts people.

Shipping and Insurance

The artist is responsible for all shipping costs to Sauder Village and insurance during transit.

Sauder Village shall assume responsibility for the cost of returning artwork to the artist if it does not sell. If the artist asks for artwork to be removed early and returned, the artist shall assume the full cost of return packing and shipping.

Sauder Village shall insure all artwork while on-site and displayed in a Sauder Village retail area. In the event of theft or damage, the artist shall be paid for the artwork minus a 40% gallery commission. Exceptions to this policy include damage to artwork(s) caused by faulty craftsmanship and/or inherent vice. In this event, the artist shall assume full responsibility for loss.

Pricing/Commission/Payment

Sauder Village shall receive a 40% sales commission with sale prices being determined by the artist. Artists will receive payment by check issued no earlier than 30 days after the sale of their artwork. In the event that an item sells for less than \$20.00, Sauder Village reserves the right to hold payment until the next month to avoid small sums. All checks will be mailed to the address provided on the application form. The artist agrees to keep Sauder Village updated on all name, address, email, or phone number changes.

Sauder Village will maintain a one week return policy. Any items returned must be in original packaging and be accompanied by the sales receipt.

Inventory

When the artist has a new supply of approved items to add to the consignment, an inventory sheet for each item (or type of item) will be filled out. This may be a typed list prepared by the artist that must include artist contact information, description of item, quantity, and sales price.

The artist will make an appointment with the Sauder Village Retail Manager to bring the items along with the inventory sheet(s) to the Village.

If the artist wishes to have a new type of item approved, an inventory sheet with a detailed description and picture of the item must be submitted to the Sauder Village Retail Manager for approval. Sauder Village reserves the right to reject any pieces offered into the inventory. All consignment sheets will be signed by the artist and Sauder Village Retail Manager or authorized representative, if approved in advance by the manager. A copy shall be retained by Sauder Village.

Duration

The artist agrees to consign artwork to Sauder Village for a minimum of one (1) year or an agreed upon term length as related to an exhibit or event. At the end of the term the sales agreement will be extended or closed based on sales reports. Any such extension will be put into writing and kept on file. The artist and Sauder Village reserve the right to end this consignment agreement at any time by written request.

Once the term ends the artist will make arrangements to pick up their inventory within 10 days unless other arrangements are mutually agreed upon in writing. Sauder Village reserves the right to immediately remove inventory items from the display area while a pick-up time is arranged with the artist. In the circumstance that Sauder Village cannot reach the artist (i.e., returned mail and unanswered emails or voicemails) Sauder Village will hold on to the artist inventory for no more than 30 days after the contract end date. If contact still has not been made, all artist inventory will be forfeited to Sauder Village and will become the property of Sauder Village. Commissions will not be issued for forfeited merchandise.

Artwork will not be removed from Sauder Village retail areas by artists or their agents without the express written permission of Sauder Village. Artists must give a minimum of 72 hours notice to allow the processing of return requests.

Display and Marketing

Sauder Village retains the right to obtain and use images of all consigned items for the purpose of advertising and promotions. All items submitted for display shall adhere to the policies of Sauder Village. Sauder Village reserves the right to not accept proposed inventory and maintains sole control over the display, placement, lighting, and signage.

All items must have an artist-provided tag with name of the artist, information about the materials used, and pertinent information about care of the item, as appropriate.

All items that are to be displayed by hanging against a wall need to be properly wired to safely work with the Sauder Village hanging system. All unframed matted works shall be protected by a plastic sleeve to prevent soil or damage. All cards must be in a cellophane sleeve to prevent soil or damage.