

ARTspace

Gift Shop Consignment Request Form

Name/Business: _____

Address: _____ Postal Code: _____

Phone: _____

Email: _____

Information and updates will be sent via email

Submissions **MUST** include:

- A written description about the work, outlining what the product or sale items are, the materials used, process etc.
- 5 – 10 images or samples of work intended for sale. Prices for each item should be included either on a numbered price list or stickered directly on the work
- A description of how work is to be displayed, examples of display cases and packaging if applicable

1. As a **Gift Shop Member**, I acknowledge that The Municipality of Chatham-Kent will retain 40% commission of my retail sales. I understand that I must be from Chatham-Kent or have an affiliation with Chatham-Kent in order to sell work in **ARTspace**. I agree to maintain insurance during transportation to and from **ARTspace**, and during any exhibitions of my art, and for any damage or theft that may occur to all consigned art works while they are in the custody of the Municipality of Chatham-Kent.

Signature: _____

Date: _____

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