



CONSIGNOR INFORMATION SHEET

When items are brought to the gallery, an inventory form should be filled out with items listed in numerical order including title, description, medium, date of delivery and price in whole dollars.

The Shepherd Gallery consignment fee is 30% for artists/craftspersons who work one four-hour shift in the gallery per month and/or participate in one Evening with the Artist or Demo Day per month; and 40% for those who do not. Featured artists are asked to participate in one Evening with the Artist or Demo Day at the beginning of their show; and thus will be eligible for a consignment fee of 25%. The retail price you determine will have the appropriate percentage deducted from the check that you receive no later than the month following the sale of any of your items.

All items should have a string tag or sticker label securely attached to it which matches the number on the inventory form. In legible writing or print, include your last name and first initial, title/description, medium, and retail sales price in whole dollars.

Business cards are not displayed with your work or on the gallery floor. Upon request, cards will be given to patrons for the purpose of sharing your website or contact information. If you are contacted and sell a piece of work through such a referral, it is your responsibility to inform the Shepherd Gallery so the proper consignment fee may be collected.

All work should be properly presented. Photographs, pastels, watercolors, drawings, and fine art prints should be matted and framed under glass or acrylic sheeting. **Framed items must be wired and ready to hang. Saw tooth hangers do not work with the gallery's hanging system and you will need to replace them with wire.**

If your work is three dimensional, such as jewelry, please bring your own display materials. Oil, acrylic and multi-media paintings can be simply framed and do not need matting and sheeting. Giclee prints and other two dimensional work sold from a bin can be shrink-wrapped. Items sold as a set are to be clearly marked as belonging to a set and selling only as a set. The gallery reserves the right to ask you to change or expand your method of presentation.

Only work that is authentically created and not made from or with a kit is acceptable for display and sale at Shepherd Gallery. Periodically the gallery will review the work you have on display in the gallery. You may be asked to increase your inventory, renew it with new work, or remove it.

For promotional and marketing purposes, each artist or craftsperson is asked to provide a current resume or biography, two digital images representative of work on display at Shepherd Gallery, and one digital photo of yourself. All digital information can be emailed to info@guttenbergcreativitycenter.com.

An artist's statement is encouraged and allows potential buyers to more fully understand your work and motivations. It also personalizes and encourages purchase. If a special technique or process is used to create your work, a brief description of it is also requested. These items will be displayed with your work in the gallery and on our website. They may also be used for other promotional and marketing purposes.

As space in Shepherd Gallery is limited, we reserve the right to limit the amount of work each artist has on display. The gallery does not have space to store extra inventory, packaging, or transporting containers. Please be prepared to take all those materials with you.

To submit work for review, contact Shepherd Gallery at 563.252.XXXX or email digital information to info@guttenbergcreativitycenter.com.

Thank you for joining our efforts to support and strengthen the arts in our community. We look forward to working with you.