



Artist Consignment Packet

GENERAL INFORMATION

Thank you for considering Blue Connection for the consignment of your work. Blue Connection is located in the Madden Arts Center in Downtown Decatur at 117 North Water Street. The gallery is open weekly, in addition to hosting monthly events that are often held in conjunction with Downtown Gallery Walks and Decatur Area Arts Council events.

We actively seek submissions from artists that have a connection to Millikin University, including students, faculty, and alumni. We look for original paintings, drawings, ceramics, sculpture, prints, fibers, jewelry, and craft-oriented objects such as unique cards and magnets. Blue Connection also reviews submissions for literary works and music.

Having your work consigned in the gallery is a great way to expose your work to a community of collectors and art enthusiasts, in addition to getting paid for your work. In our daily efforts, we strive for excellence in promoting the gallery, artists' work, and events. Our gallery website allows us to expose your work to a broader audience nationally and potentially globally.

Consignment contracts last for six months, with the potential to negotiate extensions upon expiration. If you wish to retrieve your work prior to consignment expiration, you can do so by contacting the Gallery Manager and signing an art release form.

Over the past seven years, Blue Connection has paid more than \$58,000 to artists. While many galleries offer a 50/50 split to artists, Blue Connection offers an advantageous 60/40 split, with 60% of the retail price paid to you upon the sale of your work.

SUBMISSION PROCESS

Submissions are accepted via e-mail to blueconnection@millikin.edu. Please include the following with your submission:

- Images of your work
- Proposed Consignment List
- Current Artist Statement (one page max)
- Resume, including any recent artistic accomplishments

Images do not need to be professional quality images or high resolution. Images should capture your work well and communicate your level of craft and ability. Simple images taken with a digital camera will be accepted for the review of submissions.



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SUBMISSION REVIEW

All work will be reviewed on a bi-weekly basis. Millikin University faculty consultants may be asked to review your submission. Selection of pieces is based on the artist's excellence, the work's originality, the professional presentation of the artwork (such as matting, framing, and wrapping), and the gallery's perceived marketability of your work.

ACCEPTED WORK

You will be notified via e-mail regarding the status of your submission. If your work is accepted for consignment at Blue Connection, a Consignment Agreement will be issued to you. Once signed, the Consignment Agreement should be brought to the gallery along with your work.

Attached is a copy of the Proposed Consignment List in addition to the terms of Blue Connection's Consignment Agreement. If you have questions about pricing, please contact the Blue Connection Gallery Manager William "B.J." Warren at 217-424-6267 or via e-mail to wwarren@millikin.edu.

QUESTIONS

Please direct all questions about consignment to Blue Connection Gallery Manager William "B.J." Warren at 217-424-6267 or via e-mail to wwarren@millikin.edu.

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1. It is understood and agreed by the artist and Blue Connection (hereby referred to as BC) that the artwork listed on the consignment contract on the day of _____ is to be on consignment with BC for a total of 180 days. The consignment contract will end on _____.

2. All artwork is selected for consignment after review from BC management and/or staff. Approved pieces are consigned based on the artist's excellence, the work's originality, a professional presentation or framing of the artwork, and a believed marketability of the artwork. Before new pieces are consigned, BC requires an up-to-date artist statement and all of the proper paperwork to be filled out and dated. All pieces consigned to or commissioned by BC will be photographed and potentially listed for sale on the BC website. Images of consigned work may also be used in promotional or marketing materials or articles/press. While under consignment BC reserves the right to use any artwork, or imagery of artwork for promotional and business activities of BC.

3. Upon the sale of a piece of artwork, BC is to receive 40% of the sale price established by the artist. BC will also receive 15% for any work commissioned for an artist through BC. Upon the sale of the artwork, BC has 30 days to pay the artist. If the purchaser wishes to negotiate the retail price of the artwork, the artist will be contacted by BC to complete such negotiations.

4. The artist will be contacted by BC within seven days prior to the expiration of the consignment period. Upon expiration, unsold artwork must be either retrieved from BC within the 14 day time period following the expiration of their contract, re-consigned "as is" with the proper paperwork filled out and submitted to BC within the 14 day time period following the expiration of their contract, or re-consigned and re-priced with the proper paperwork filled out and submitted to BC within the 14 day time period following the expiration of their contract.

5. If no contract or arrangements have been made within those 14 days, BC will send a certified letter as a second reminder. This letter will state that the artwork is in inactive status and the artist has 30 days to make arrangements for their artwork to be removed from BC. Millikin University and BC will not ship artwork back to the artist; all pieces must be retrieved from the gallery during normal operating hours.

6. Should no contact or arrangements be made within those 30 days, the artwork will be considered abandoned. BC will send a final certified letter to the artist explaining that their artwork has been deemed abandoned, and is now sole property of BC. BC will be able to use or sell all abandoned artwork however they see fit, with no further financial obligations to the artist regarding the pieces in question.

7. Millikin University and BC assume liability for damage to assigned pieces by means of theft or loss as well as negligence on the part of BC employees. Any reimbursements due to the artist shall not exceed the amount which would have been due to the artist if the work had been sold at the stated purchase price in the agreement.

8. Millikin University and BC maintains no insurance coverage or protection for any assigned piece under this or any other agreement. It is the responsibility of the artist to provide their own insurance coverage or protection for any and all pieces assigned under this or any other agreement.

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9. Millikin University and BC reserves the right to cancel this agreement without cause. Upon cancellation the artist agrees to remove the assigned piece without delay. Until the piece is removed, Millikin University and BC have the right to remove the piece from display.

10. If the artist wishes to release their work before the expiration date, they must provide a minimum 72 hour notice.

11. Signature by the artist below indicates consent of the terms listed above, and that all questions have been answered and all modifications of said contract have been made and approved by BC management.

12. Spotlight Artist: Spotlight Artist's work will be featured in the gallery, alongside BC's represented artists, for two weeks following the scheduled opening.