



ALBANY MUSEUM OF ART

The Albany Museum of Art invites local artists to apply and submit a portfolio of work for the consideration of sale in the AMA Art Store.

Format: Please email a Digital Image Portfolio of 10-20 JPEG images (sized at 72 dpi, 4" x 6") or a link to a website that accurately represents the work that is available for consignment at the store. Please include an identification list for images that includes: title, size, medium, and price. If the work is framed, please include the frames in the images. If you would like, you may send samples. The museum is not responsible for loss or damage of samples. Submissions will be accepted year round.

Each artist's work will be reviewed before the store accepts consignment. Work will be reviewed quarterly by AMA Art Store consignment committee which is composed of museum employees and representatives from the community. The committee reserves the right to add, remove and schedule consignment artists. The committee may direct the store to carry all or only certain items submitted for consignment by each artist.

The store has a responsibility to carry products that are museum-related and that create revenue which the museum relies on for exhibitions and programs. In addition to market trends and quality of work, all consignment items will also be evaluated by the committee on the following: how it relates to the museum, its cohesiveness to the museum's mission, and if it competes with museum-developed merchandise.

Please review the attached consignment contract before submitting a portfolio. To be considered please complete this form and send with a Digital Image Portfolio to:

Albany Museum of Art
Store Consignment Committee
c/o Chloe Hinton
311 Meadowlark Drive
Albany, GA 31707
229.439.8400
Chloe.hinton@albanymuseum.com

Consignment Artist Application

Name _____

Address _____

Phone _____

Email _____

Brief general description of artwork, please include price range:

Please email a Digital Image Portfolio of 10-20 JPEG images (sized at 72 dpi, 4" x 6") or a link to a website that accurately represents the work that is available for consignment at the store. Please include an identification list for the images that includes: title, size, medium and price. If the work is framed, please include the frame in the images. If you would like, you may send samples. The museum is not responsible for loss or damage of samples.

Do you have an established relationship with the Albany Museum of Art? Please indicate.

No relationship

Yes, please select all that apply:

Museum Employee

Museum Volunteer/Docent

Museum Instructor

Museum Board Member

Please send this form and a Digital Image Portfolio to:

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AMA Art Store (“Store”)
Consignment Contract

1. This contract will apply to all items consigned by Artist (the individual executing this contract below) with Store. Artist and Store will agree on the retail price of each item offered for sale. Upon the sale of each item, Artist will receive sixty percent (60%) of the retail price and Store will receive forty percent (40%) of the retail price. Store will collect and remit applicable sales taxes on sales of consigned items.
2. Items will be sold at a discount to museum members, employees, volunteers, and docents. Any such discount will not exceed 30% of the agreed upon retail price. Artist agrees that any such discounts can be given and may result in a sale price lower than the agreed upon retail price. However, any discount will be taken from Store’s percentage of the retail price and will not reduce the amount paid as to Artist.
3. Title to the property consigned to Store by Artist will remain in Artist until such item is sold by Store. Artist shall retain all ownership rights and title to the item/property consigned to Store, however, the Store shall retain the right to use and possession of said item/property until such time as the item/property is sold by Store.
4. Artist grants the Albany Museum of Art and its legal representatives, agents and assigns, the full right to incorporate images of items sold by store in the AMArt Quarterly Magazine, greeting cards and other promotional materials including social media. Artist waives any right that he/she may have to inspect or approve the finished advertisement, posting or any other printed or digital material that may be used to promote the artist and/or the Hodges Sales Gallery.
5. Artist is responsible for the delivery and pick-up of all consigned items to and from Store, including all costs associated with any such delivery and pick-up.
6. As applicable, each consigned item must be delivered to Store ready to hang and display. If an item is suitable for framing, that item must be framed/mounted when delivered to Store.
7. Each consigned item will be offered for sale by Store until the earlier of (i) the sale of the item; or (ii) the expiration of the agreed upon consignment period. Unless otherwise agreed by Artist and Store, the consignment duration will not be less than sixty (60) calendar days after the date the item is first offered for sale by Store.

8. When a consigned item is sold, Artist will be paid its share of the sale in the month next following the sale, less applicable sales taxes, together with a monthly invoice stating all items sold during the preceding month.

9. Disclosure of light levels: Light levels in Store are higher than those allowed in the museum galleries. This brightly lit atmosphere allows customers to see merchandise better and to enjoy a positive retail experience. Store is not responsible for any damage that occurs from high light levels while items are on consignment with Store.

10. Store agrees to use reasonable efforts to avoid damage to consigned items.

11. Store, in its sole discretion, may discontinue to offer for sale any consigned item. If Store discontinues to offer for sale any consignment item, no later than (7) days after the date of the discontinuation, Store will notify Artist of such discontinuation. Unless otherwise agreed by Artist and Store, Artist will remove any such discontinued item no later than fourteen (14) days following the date of the discontinuation. Artist shall be responsible for all costs associated with the removal of any discontinued item. Any discontinued item not removed by Artist by the fourteenth (14th) day may be returned to Artist by Store at Store's sole discretion. All costs associated with the return of such item shall be the sole responsibility of Artist.

12. After ten (10) calendar days' written notice, this consignment contract may be terminated by Store or Artist for any reason, including, but not limited to, the expiration of the consignment duration. In the event of termination, Artist will remove all items from Store no later than seven (7) days following the date of termination, unless otherwise agreed by Artist and Store. Artist shall be responsible for all costs associated with the removal of the items. Any item not removed by Artist by the seventh (7th) day may be returned to Artist by Store at Store's sole discretion. All costs associated with the return of such item shall be the sole responsibility of Artist.

Artist: _____

Print Name:

Date: