

# Upstage Gallery & Gifts

818 Central Ave • New Rockford 58356

## Artist Agreement

This agreement for artwork consignment is made and entered on this day of \_\_\_\_\_, by and between the artist \_\_\_\_\_ and Upstage Gallery of the Dakota Prairie Regional Center for the Arts.

The artist will be consigning \_\_\_\_\_ pieces of artwork to be displayed by the Upstage Gallery at the Latte Lobby, Dance Studio, and/or the Old Church Theatre for no less than \_\_\_\_\_. The gallery will be responsible for maintaining the integrity and condition of the artwork.

### Media Promotion and Display

Upstage Gallery agrees to provide the following services to the artist for the duration of work on display.

- A featured biography on display with work.
- Media promotions including, but not limited to, highlights in the New Rockford Transcript, the DPRCA website, Facebook Page and newsletter, New Rockford City website, and blog posts.
- Arrangement and display of work in a professional and aesthetic manner that will be available for viewing and sale during regular Latte Lobby hours, wine tastings, theatre shows, and other DPRCA events.
- Coordinate the sale of items to interested customers via cash, check, credit, or debit.
- Provide a quarterly statement and payment.

### Fees and Payments

- Artists are required to furnish a one-time \$25 fee to help cover the cost of set up and display. This fee is due at the time of agreement signing.
- Gallery sales will be based on the prices listed in the inventory. The gallery manager will keep track of all sales.
- Statements and payments will be sent quarterly.
- The gallery will retain a commission of 25% of all sales made on items displayed.

\_\_\_\_\_ The artist has reviewed and approved the bio sketch to be displayed in the gallery.

\_\_\_\_\_ The artist and gallery manager reviewed and agreed upon the attached inventory list and price sheet.

\_\_\_\_\_ The artist has paid the one-time \$25 fee

\_\_\_\_\_  
Artist

\_\_\_\_\_  
Date

\_\_\_\_\_  
Representative, Upstage Gallery

\_\_\_\_\_  
Date