

## **ARTIST INFORMATION**

Thank you for deciding to display your art at the Bolduc House Museum Galleries. The following information should help you to derive the best results from your show.

- Please create a schedule of the works you will leave in our care for us to display in our galleries. We will also make and file a photograph of each item with this schedule.
- We are happy to provide you with a consignment agreement should you decide to sell your work through us.
- We retain a 30% commission on works sold here so when you set the price for your work, please take that amount into consideration.
- If you are not interested in selling your works here, please disregard the consignment agreement. In that event we will provide you with a loan agreement.
- Please create a name for your show; an artist's statement; and interpretive panels to mount next to each piece.
- We have two galleries available: a long central hallway at the Linden House and a rectangular space above the chair rail in our Hands-On History Room at the LeMeilleur House.
- Generally we have between 20-80 guests on the Fourth Friday ArtWalk between 6-9PM.
- Your work can be on display in our galleries for approximately one month beginning around the 20<sup>th</sup> of the month of the ArtWalk.
- We publicize your show via our online outlets including FaceBook, Twitter, our website at [www.bolduchouse.com](http://www.bolduchouse.com), and via our monthly email. We also share information about our artist's show in the shared Fourth Friday Ste. Genevieve ArtWalk press releases.
- We do not require that you attend the Fourth Friday Ste. Genevieve ArtWalk but it provides you with the opportunity to network with your audience and prospective customers.
- In an attempt to bring more people to your show we also host a local nonprofit organization or cause. They provide refreshments and use the event to promote awareness and/or to raise funds. If you have a particular favorite charity or cause which you would like to cross-promote at your show, please mention it to us.
- The Museum is open daily except for New Year's Day, Easter, Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Eve: Monday-Thursday from 10AM – 4PM; Friday from 10AM – 7PM (Fourth Fridays until 9PM); Saturday from 10AM – 5PM; and Sunday from Noon – 4PM. Our phone number is 573-883-3105.
- No admission is charged during the Art Walk. The Linden House Gallery always has free admission. Regular admission will be charged, however, to enter the Hands-On History Room Gallery during our regular operating hours.

## CONSIGNMENT AGREEMENT

THIS AGREEMENT made by and between \_\_\_\_\_ (the "Consignor") and \_\_\_\_\_ (the "Undersigned").

The terms of consignment are:

1. The Undersigned acknowledges receipt of the goods as described on the annexed schedule. The said goods shall remain the property of Consignor until sold.
2. The Undersigned at its own cost and expense agrees to keep and display the goods only in its place of business (the "premises"), and agrees, on demand made before any sale, to return the same in good order and condition.
3. The Undersigned agrees to use its best efforts to sell the goods for the Consignor's account on cash terms, and at such prices as shall from time to time be designated by the Consignor.
4. The Undersigned agrees, upon sale, to maintain the proceeds due to the Consignor separate and apart from its own funds and to deliver such proceeds, less commission, to the Consignor together with an accounting within 15 days of the said sale.
5. The Undersigned agrees to accept as full payment a commission equal to \_\_\_% of the gross sales price.
6. The Undersigned agrees to permit the Consignor to enter the premises at reasonable times to examine and inspect the goods.
7. The Consignor will remove any unsold goods by or before \_\_\_\_\_

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2011 .

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
CONSIGNOR NAME

\_\_\_\_\_  
NAME & SIGNATURE OF OFFICER

\_\_\_\_\_  
SIGNATURE OF CONSIGNOR

Consignor: _____		
Pick up Date: _____	Address _____	
Telephone _____	Cell Phone _____	Email _____

## ARTIST'S LOAN AGREEMENT

THIS AGREEMENT is made by and between \_\_\_\_\_ (the "Artist") and \_\_\_\_\_ (the "Undersigned").

The terms of this loan agreement are:

1. The Undersigned acknowledges receipt of the objects in this loan as described on the annexed schedule. The said objects in this loan shall remain the property of Artist.
2. The Undersigned at its own cost and expense agrees to keep and display the objects in this loan only in its place of business (the "premises"), and agrees, to return the same in good order and condition.
3. It is understood that the objects in this loan will not be repaired, restored, cleaned, or altered in any way without the permission of the Artist. Any damage to the objects in this loan will be reported immediately to the Artist. The Artist maintains the primary responsibility to insure the objects in this loan unless a separate additional agreement has been made.
4. The objects in this loan may not be lent to a third party without the advance approval in writing by the Artist.
5. The Undersigned will maintain a digital photo record of the objects in this loan.
6. The Artist will provide the Undersigned with a jpeg image of one of the objects in this loan as well as permission for the Undersigned to utilize it in online and print publications for the purpose of promoting the exhibit and the artist only.
7. The Artist is responsible for packing, transporting, and insuring the objects in this loan while in transit to and from the premises.
8. The Undersigned agrees to permit the Artist to enter the premises at reasonable times to examine and inspect the objects in this loan.
9. The Artist will remove the objects in this loan by or before \_\_\_\_\_

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
ARTIST'S NAME

\_\_\_\_\_  
NAME & SIGNATURE OF OFFICER

\_\_\_\_\_  
SIGNATURE OF ARTIST

Artist: _____		
Pick up Date: _____	Address _____	
Telephone _____	Cell Phone _____	Email _____