



[www.lagalerialdelpueblori.org](http://www.lagalerialdelpueblori.org)

## CONSIGNMENT GUIDELINES

**How do you track my items?** We inventory all your work upon drop off and maintain a computerized system. All consignors fill out a form that includes an itemized list at the time of consignment, and receive a *sold merchandise report* with their pay-out check.

**How do I get paid for my SOLD items?** Checks are picked up at the store the 5th day of the month for the previous month's sales. Please call or Mail the gallery before you arrive so we will have your check waiting for you. Consignors who wish to have their check mailed can provide a SAS envelope and checks will be mailed on the 10th of the month.

**What do you do if my item is damaged in the store (fire, theft, breakage, etc.).** We do not reimburse you for damage. We strongly recommend that you visit our website and read our guidelines.

**What is your consignment rate?** Please visit our website and read our guidelines.

**Can I come and pick-up my item at any time? Do I have to pay a fee if I take my item out at any time before the agreed consignment period?** No. Artists who have prints, stickers, cards, etc. may choose to remove and collect all your items at any time with *at least five days notice*. Visual art that is displayed on the walls, however, must remain there during the entirety of the scheduled exhibition dates. If a painting is sold, we will contact you as per the contract agreement.

**Do you call me to come and pick-up unsold items?** We do not call consignors to remind them; this is a partnership and we expect consignors to assume some of the responsibility for tracking their items.

**Are there any yearly charges?** We do not require a membership fee to have your items consigned at the *La Galería del Pueblo*, but if you choose to select one of our options written on the guidelines, we will adhere to that policy.

\_\_\_ I am interested in consignment at *La Galería del Pueblo*

\_\_\_ I have read the above guidelines and agree in full to each requirement.

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Print and sign

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Date