



ShopColumbia Consignment Form

ShopColumbia is dedicated to the promotion of original, fine and media art produced by Columbia College Chicago (CCC) students and alumni for the professional development of Columbia students.

This Consignment Agreement is entered between ShopColumbia and the Artist (please print):

ARTIST NAME: _____

STUDENT ALUMNI

OASIS ID: _____

SOCIAL SECURITY NUMBER: _____

ADDRESS: _____

(Street Address, Apt #, City, State and Zip)

PHONE: _____

EMAIL: _____

ALT. EMAIL: _____

MAJOR: _____

GRADUATION DATE: _____

CONSIGNMENT PERIOD: Spring* Fall* _____ *Spring Consignment Period is Jan. 1 - Aug. 31. Fall Consignment Period is Sept. 1 - Dec.31.

AGREEMENTS

ARTIST ELIGIBILITY. All students enrolled at CCC and any degreed alumni are eligible to be represented by ShopColumbia as an Artist. If a student withdraws or transfers from Columbia College, the Artist becomes ineligible and the consignment agreement is terminated.

CONSIGNMENT PERIOD. The consignment period is for the duration of one academic semester with the spring semester including the summer term. The Artist and ShopColumbia may elect to extend the consignment period, by renewing the consignment contract. ShopColumbia retains the right not to renew a consignment or specified inventory at the end of the term.

SUBMISSION OF ARTIST WORK. All eligible Artists may submit their own, original work for review to the ShopColumbia Review Committee adhering to the submission guidelines. The board meets monthly and will determine acceptance of work for consignment. The board's decision is final. If work is not accepted, the Artist may submit amended or new work. The Board retains the right to reevaluate work for quality, safety and liability and may reverse their decision.

DELIVERY AND PICK-UP OF WORK. The Artist agrees to deliver the artwork fully prepared for display. In the event that the consigned work is not sold, the Artist will pick-up his/her work at the end of the consignment period. ShopColumbia is not responsible for work left after the end of the consignment period nor is ShopColumbia responsible to ship the work to the Artist. If the Artist has not picked up work within 30 days following the end of the consignment period, work may be discarded or become property of ShopColumbia. If the Artist elects to renew the Consignment Agreement, a new consignment contract must be created within 30 days of the previous consignment expiring. If an artist wishes to deconsign work, they must make an appointment with ShopColumbia and provide notice of 48 hours or more in advance. The artist is able to remove inventory only 1 time per consignment period.

DISPLAY OF ARTIST WORK. All work will be displayed in a respectful and professional manner, deemed fit by ShopColumbia staff and the ShopColumbia Review Committee. All work will be labeled, identifying the artist and title of the work and the selling price; however work may not contain any labels of competitive sales venues or personal contact information.

SALE OF ARTIST WORK. The Artist authorizes ShopColumbia to sell the Artist's work, at the price predetermined by the Artist, and to arrange the terms of the sale. During the consignment period, ShopColumbia has sole right to sell the Artist's work as included in the Consignment Agreement. In the event work is discounted, the discount will be subtracted from the consignment fee of ShopColumbia, not to exceed 25% for students or 50% for alumni.

COMMISSION OF WORK. If the artist elects to accept customer commissions, then all commissions that are generated from exposure at ShopColumbia will have to be paid through ShopColumbia, with the store charging its regular consignment fee. If the Shop suspects that a commission or sale originated by ShopColumbia was transacted around ShopColumbia, ShopColumbia may terminate the consignment agreement with the artist.

SALES TAX. ShopColumbia is responsible for collecting all sales, use or transfer tax owed on the sale of the artwork and agrees to collect the applicable taxes and report the same on its applicable sales, use and transfer tax returns.

PAYMENT TO ARTIST. ShopColumbia agrees to pay the artist in a timely manner, within 90 days of the sale of work. The Artist will be notified when payment is available. ShopColumbia will pay the Artist the predetermined amount, subtracting ShopColumbia's consignment fee of 25% for students and 50% for alumni.

LIABILITY. ShopColumbia is liable for theft and damage to work on display in ShopColumbia's possession if the loss or damage is caused by ShopColumbia's failure to use reasonable degree of care. If damage was the result of structural failure of the work, ShopColumbia is not liable.

ARTIST CONTACT INFORMATION. The Artist will provide the store with a current mailing address, email address and phone number and provide updates to contact information within 30 days of any change.

USE AND LIKENESS OF WORKS. All artwork may be photographed and/or reproduced in print or online for educational or promotional purposes.

Artist Signature

Date

Signature of Columbia College Chicago Representative

Date

If Artist elects to have their work featured on the ShopColumbia online store, <http://shop.colum.edu>, Artist must agree to the following provisions and check mark the box below.

Artist Work Eligibility

Work featured on the online store will be selected from Artists consigned through ShopColumbia. Agreeing to the online sales terms does not guarantee representation of work online. Due to shipping limitations, work that is large, heavy, difficult to package, hazardous and/or fragile may be ineligible to be sold online. Preference for online representation will be given to artists that are able to provide quantities greater than five of consistent and similar products. Representation of work online may also be limited to staffing resources.

Image and Representation

ShopColumbia will professionally photograph all work chosen for the online store. All work will be represented as true to the actual work. ShopColumbia will write all promotional descriptions of the work featured online. In addition to the physical description of work, ShopColumbia will utilize artist statements and information provided by the Artist to accurately represent and sell work.

Pricing

To off-set the operational costs of the online store, ShopColumbia will adjust online prices by increasing work priced under \$10.00 by \$1.00 and work that is over \$10.01 by 10%. (ie. Work that sells for \$5 in the store will be priced as \$6 on the online store. Work that sells for \$15 in the store will be priced as \$16.50.) The increase of price will not affect the Artist price; rather the increase offsets technical, credit card and additional online fees.

Payment

Payment to Artist for sales processed online will be at the end of each month, combined with the processing of regular Artist payments.

Yes, I want to have my work sold online at <http://shop.colum.edu>