

# MLHF Gift Shop Consignment Agreement



**MACKIE LAKE HOUSE**  
7804 Kidston Road  
Coldstream, BC V1B 1S2  
Phone: (250) 545-1019  
Email: [giftshop@mackiehouse.ca](mailto:giftshop@mackiehouse.ca)  
Website: [www.mackiehouse.ca](http://www.mackiehouse.ca)

We are a community minded organization and our Gift Shop is intended to promote the work of artists in our area. To maintain the quality of products sold in the Gift Shop, they will be juried according to the mediums submitted.

The Artist hereby consigns to the Mackie Lake House, and the Mackie Lake House accepts on consignment, those Artworks listed on the attached Inventory Sheet which is a part of this Agreement. Additional Inventory Sheets may be incorporated into this Agreement at such time as both parties agree to the consignment of other works of art. All Inventory Sheets shall be signed by Artist and Mackie Lake House (MLHF) representative.

**Date:** \_\_\_\_\_

**Artist name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Website (if applicable)** \_\_\_\_\_

## Entry information:

- All work must be original and made by the submitting artist and all pieces must be labelled with the artist identification code that code that corresponds with the description on the inventory sheets. Where there are multiple similar pieces, each piece must have a separate code.
- The MLHF shall sell the Artworks only at the Retail Price specified on the Inventory Sheet. The MLHF and the Artist agree that MLHF commission is to be 20 percent of the Retail Price of the Artwork. Each piece must be ready to hang or display and labelled food safe if applicable.
- Work will be dropped off to Mackie Lake House. The number of pieces accepted may be limited due to availability of space. Artists are asked to exchange pieces that have not sold with different pieces on a regular basis to be determined by store curator. When exchanging or removing a piece you must update your inventory sheet.
- A statement of accounts for all sales of the Artworks shall be furnished by MLHF to the Artist at the end of each month, with the payment of all commissions due. The Artist shall have the right to inventory his or her Artworks at Mackie Lake House and to inspect any books and records pertaining to sales of the Artworks.
- While MLHF will make every effort to ensure the safekeeping of all consigned Artworks while they are in its custody, MLHF shall not be liable to the Artist for their loss or damage through the duration of consignment. The Artist accepts all responsibility and financial costs for lost or damaged items. The Mackie Lake House Foundation does not insure work that is for sale, exhibitors are strongly encouraged to carry their own insurance.
- The Artist and MLHF agree that the initial term of consignment for the your artworks is from May 1 until September 1<sup>st</sup> but may be extended depending on events and programing at MLH. The month of December the store my open again for the holiday season.

- Pictures of your pieces may be placed on our website and/or social media platforms to promote the gift shop items. We are happy to share links to your website as a part of our promotions as a benefit to you. By signing this form you agree to have your works photographed for promotion and marketing purposes.

Waiver: A signed waiver is required if you wish to exhibit/sell your work at Mackie Lake House.

I agree not to hold the Mackie Lake House Foundation or any of its members, staff or volunteers liable for any damage occurring in or about the premises. Further, I waive any claim I may have with respect to any loss or damage to work submitted and accepted into the Gift Shop. I have read, understand and agree to both the statement and its conditions.

Signed \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
MLHF Representative

\_\_\_\_\_  
Print Name