



## Gift Shop - Consignor Guidelines & Rules

**Consignors must be members of the Arts & Culture Alliance** for the entire period their work is on display. New consignors must fill out an application and be juried into the Gift Shop rooms. Okeechobee Main Street, Inc. is not liable for work in an exhibit or work in transit to and from Okeechobee Main Street's office and the Gift Shop rooms. You may wish to consult with your insurance agent as to coverage of personal property outside your studio/home.

### Acceptance of Art:

**All art work is received and picked up by appointment only. No Exceptions**

Call (863) 357-6247 or email: [info@okeechobeemainstreet.org](mailto:info@okeechobeemainstreet.org) to schedule.

W-9 and Artist Release forms are required. **When an appointment is made, the consignor should bring only the allowed number of items listed below and a written inventory list.**

*Inventory list form will be provided by emailed or in person.*

**Items:** Displays for accepted items are limited to 90 days. Please do not ask for special placement. Work is frequently rotated based on current stock. **You are not allowed to move, change out or remove your art.** Staff and volunteers will handle your work with all reasonable care. Items accepted for display are limited as follows:

Framed (or wall) artwork	2 items
Matted Artwork	2 items (Must be protected in clear bags)
Jewelry	10 items (4 necklaces maximum) <b>No Rings</b>
Pottery/Ceramics	6 items
Sculpture/Wood	4 items
Soft Goods	6 items
Books/CDs/DVDs	6 items
Glass	4 items
Cards, single	10 items or as space is available (Must be in clear bags)
Cards, pkg.	6 items
Miscellaneous small	10 items (Based on item size)

**The Gift Shop Manager** has discretion to jury items, and to adjust number of items received.

**Artwork Requirements:** All artwork must be clean, fresh, suitably matted and properly framed. Glass will only be accepted on pastels, charcoal and graphite. Frames for wall items must be no larger than **18 x 24 inches**. Hanging wires and hardware must be firmly attached. Wiring at the top hanging point must be no higher than the top of the frame so that wire does not show when hanging. Sculpture and pottery must have smooth bottoms and all parts, such as lids, must fit properly.

**Jewelry Requirements:** All jewelry should be handmade and of professional quality. Clasps should work and wire ends be properly crimped and covered. Jewelers must bring item tags with a description of the piece on the blank side of the tag. ACA will provide the jewelry item tags. No Rings

**Commission:** Okeechobee Main Street, Inc. will deduct a commission of 25% on all sales. Checks for sold items may take up to 4 weeks to process. Commission checks will not be prepared until the total reaches at least \$20.00.

**Disclaimer / Photo Release:** All entries accepted for the exhibition are eligible for publication in Okeechobee Main Street's ACA promotional materials. Exhibiting artists consent to the use of their name and the artworks image(s) for purposes of promotion and advertisement by ACA. The artist waives any claim, including any claim for invasion of the right of privacy or copyright,

*Okeechobee Main Street's Arts & Culture Alliance reserves the right to reject items based on space availability or requirements above. Okeechobee Main Street's Arts & Culture Alliance is not responsible for loss or damage. Items not picked up on the designated release date will be stored. A charge of \$2.00 per day per item will be enforced. Work remaining in storage after one month becomes property of Okeechobee Main Street, Inc.*

Artist Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Gift Shop Application for Consignors**  
Form to be updated on membership renewal date.



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Date: \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Membership Date \_\_\_\_\_

Full Time Resident     Seasonal (please complete alternate address)  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_

**Art Medium:** \_\_\_\_\_

If you have a website, please provide the URL: \_\_\_\_\_

**Awards:** \_\_\_\_\_

**Other locations featuring your work:** \_\_\_\_\_  
\_\_\_\_\_

**Other information about how fabulous your work is (optional):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ACCEPTANCE OF ART WORK IS BY APPOINTMENT ONLY WITH THE  
GALLERY & GIFT STORE COORDINATOR.  
NO EXCEPTIONS**

**TO MAKE AN APPOINTMENT TO BE JURIED INTO THE GIFT STORE**

Please complete this form and send to:  
Okeechobee Main Street' Arts & Culture Alliance  
107 NW 5th Avenue, Okeechobee, FL 34974 or  
Email to [art@okeechobemainstreet.org](mailto:art@okeechobemainstreet.org). If you have photos of your work, please email them as well.  
If you have any questions, please email or call us at **863-357-6246**

## ARTIST / ARTWORK RELEASE FORM

The undersigned \_\_\_\_\_, being the legal owner of, or having the right to certain art work, or series of art works to be displayed for sale at Okeechobee Main Street's Arts & Culure Alliance Gift Store, does grant to Okeechobee Main Street's Arts & Culure Alliance and its legal representatives, agents and assigns, the full right to incorporate images of said art work(s) in promotional materials for Okeechobee Main Street's Arts & Culure Alliance.

Okeechobee Main Street's Arts & Culure Alliance shall have all rights to use said art work(s) or images of the aforementioned artwork, in all media now known or hereinafter devised, and in all territories world-wide. The undersigned also consents to the use of the images of said artwork in any printed matter and advertising and marketing materials used to promote Okeechobee Main Street's Arts & Culure Alliance.

The undersigned owner hereby waives any right that he/she may have to inspect or approve the advertising copy or printed matter that may be used in connection therewith, or the use to which it may be applied. The undersigned hereby releases, discharges, and agrees to hold harmless Okeechobee Main Street's Arts & Culure Alliance, its legal representatives, and assigns, and all persons acting under its permission or authority, or those for whom it is acting, from any liability by virtue of any blurring, distortion, alteration, optical illusion, or use in composite form, whether intentional or otherwise, that may occur in the production promotional materials or in any subsequent processing thereof.

The undersigned owner hereby warrants that he/she is of full age and has every right to contract in his/her name in the above regard or is the properly appointed legal guardian of the person and property of the owner hereof. The undersigned states further that he/she has read the above authorization, release and agreement, prior to its execution, and that he/she is fully familiar with the contents thereof. If the undersigned is signing as a legal guardian, the undersigned warrants that he/she is fully authorized to do so. This release shall be binding on the undersigned and his/her/its heirs, legal representatives, successors, and assigns.

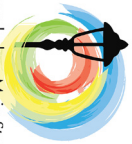
Owner and/or Guardian: \_\_\_\_\_  
Print Name

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address Owner and/or Guardian: \_\_\_\_\_

Okeechobee Main Street, Inc.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Okeechobee Main Street  
*Arts & Culture Alliance*  
 OF OKEECHOBEE COUNTY

107 NW 5th Avenue  
 Okeechobee, FL 34974

## GIFT SHOP INVENTORY

Consignors: must be members of the Arts & Culture Alliance for the entire period their work is on display.  
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Name \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email \_\_\_\_\_  
 Membership Date \_\_\_\_\_

Consignment Date In: \_\_\_\_\_ Consignment Date End: \_\_\_\_\_

#	Item Description/Title	Medium	**Sale Price	ACA SECTION ONLY		
				Sold	Date	ACA_Sign
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

\*\*Note: Okeechobee Main Street, Inc. will deduct a commission of 25% on all sales.

Inventory for the following works of art for consignment in the ACA Gift Store. I understand and agree that my work must remain in the Gallery a minimum of 3 months and may not be removed. I have read and signed the Arts & Culture Alliance Gift Store Rules and understand all terms and conditions to sell my work in the ACA Gift Store. I am a current member in good standing of OKMS Arts & Culture Alliance.

Signature \_\_\_\_\_ Date: \_\_\_\_\_ Accepted & Received by: \_\_\_\_\_  
 Artist \_\_\_\_\_ ACA Representative \_\_\_\_\_