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252 North Park Street Decatur, IL 62523 (217)330-9664  
[www.artfarmdecatour.com](http://www.artfarmdecatour.com) [peggy@artfarmdecatour.com](mailto:peggy@artfarmdecatour.com) IG:artfarmer217

**ARTIST INFORMATION:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE #: \_\_\_\_\_

This agreement dated \_\_\_\_/\_\_\_\_/\_\_\_\_ is between The ArtFarm Decatur and (Name) \_\_\_\_\_

The terms of this agreement begin \_\_\_\_/\_\_\_\_/\_\_\_\_ and will come up for renewal on \_\_\_\_/\_\_\_\_/\_\_\_\_.  
Agreements are valid for 4 months and can easily be renewed utilizing this same contract.

**POLICIES:** Please read thoroughly and initial after each section.

**INVENTORY – MERCHANDISING – PRICING – PAYMENTS – FEES & EXPECTATIONS:**

All merchandise sold by The ArtFarm is displayed/merchandised by us. All you have to do is deliver priced items to us. If you have a display that you prefer to be utilized, we will do our best to accommodate that display on the sales floor. We reserve the right to display only the pieces that fit into our current inventory at that time. Artist's initials \_\_\_\_\_

All work brought to The ArtFarm MUST be priced according to our directions utilizing ONLY removeable tags (supplied by The ArtFarm) and have corresponding inventory sheets. You will be provided with detailed instructions on how to label your work. There are zero exceptions. Work will be refused if not properly labeled. Merchandise must be priced and inventoried BEFORE it is brought to The ArtFarm to sell. Artist's initials \_\_\_\_\_

The ArtFarm will notify you when your work needs replenished prior to you receiving your monthly sales reconciliation if it is selling quickly. You may add to your inventory as you create new and/or seasonal merchandise. Inventory intake days are **WEDNESDAY & THURSDAY ONLY!** There are no exceptions (unless we have made prior arrangements) and no business is to be conducted on a Saturday. Artist's initials \_\_\_\_\_

Artists are expected to deliver and remove work promptly as specified by communication between you and The ArtFarm. Failure to pick up work at the scheduled time will result in a 10\$ per day fee. Artist's initials \_\_\_\_\_

**ALL INVENTORY BROUGHT TO THE ARTFARM TO SELL MUST REMAIN IN STOCK UNTIL THE END OF YOUR 4 MONTH TERM.** Merchandise cannot be removed from our shelves with exceptions made only for seasonal merchandise. Artist's initials \_\_\_\_\_

Artists must agree not to sell in other retail outlets within 5 miles of The ArtFarm. This excludes temporary sales such as street fairs/festivals or other short-term events and must be priced consistently. Artist's initials \_\_\_\_\_

The ArtFarm cannot insure any of the artist's personal property, goods or merchandise and will not be held responsible for broken, lost, or stolen work. Artist's initials \_\_\_\_\_

Work submitted to sell **MUST** be clean and not broken in any way. If it is to be displayed on a wall, it is to be wired properly and ready to hang. Artist's initials \_\_\_\_\_

All participating ArtFarm artists receive 70% of the retail sale amount with The ArtFarm retaining 30% + a \$25 monthly fee. The ArtFarm collects the applicable sales tax. Annual sales totaling \$600+ will receive a 1099. You will be asked to provide your SS# at tax time if necessary. Artist's initials \_\_\_\_\_

Prices are set by you, the artist. All prices must be consistent between The ArtFarm and all other sales outlets. Artist's initials \_\_\_\_\_

The ArtFarm pays out for the previous month and checks are issued by the end of the first full week of the month.

\_\_\_\_ Check here if you will be picking your checks up at The ArtFarm

\_\_\_\_ Check here if you want your checks mailed to you.\*

**\* You must provide The ArtFarm with self-addressed stamped #10 envelopes.  
Smaller or irregularly shaped envelopes will not be accepted.**

The monthly 25\$ fee can be paid up front or taken from your sales.

\_\_\_\_ Check here if you're paying monthly fee

\_\_\_\_ Check here if you're having fee taken from sales

The ArtFarm does not issue monthly statements or invoices. By entering into this agreement, you are assuming responsibility for providing The ArtFarm with merchandise, keeping track of contract dates, and seeing that your monthly fee is paid by the 10<sup>th</sup> of each month. If fees are not kept up to date, your work will be removed from the sales floor and your contract will be voided. Artist's initials \_\_\_\_\_

Checks issued to artists will not be reissued if not picked up in a timely manner. Artist's initials \_\_\_\_\_

If merchandise is left after renewal date with no communication from the artist, contract automatically renews, and a new four-month term will begin. You must wait until the contract has lapsed to collect work after fees due have been paid in full.

Artist's initials \_\_\_\_\_

Abandoned work will be sold off by The ArtFarm after several attempts to reach the artist have failed at the prices needed to recoup fees. Artist's initials \_\_\_\_\_

-Restock in a timely manner.

-Please promote your art being sold by The ArtFarm via your preferred social media as much as possible!

-Please see that your inventory sheets and price tags are legible.

-Participation in and attendance of ArtFarm events is highly encouraged.

-The ArtFarm primarily communicates via email or phone calls. We will not send nor receive text messages.

-Emails will be answered during business hours only.

-You will be provided with copies of your contract and inventory sheets.

Artist's initials \_\_\_\_\_

**FOR OFFICE USE ONLY:**

DELIVERY DATE: \_\_\_/\_\_\_/\_\_\_ SIGNED IN BY: \_\_\_\_\_

PICK UP DATE: \_\_\_/\_\_\_/\_\_\_ SIGNED OUT BY: \_\_\_\_\_

ARTISTS SIGNATURE \_\_\_\_\_

FEE PAID: Y N METHOD \_\_\_\_\_ DATE \_\_\_/\_\_\_/\_\_\_ - \_\_\_/\_\_\_/\_\_\_

RENEWAL: Y N DATE \_\_\_/\_\_\_/\_\_\_ - \_\_\_/\_\_\_/\_\_\_

**ADDITIONAL NOTES:**