



FrameWorks  
2022A Ford Pkwy  
Saint Paul, MN  
651.698.3372

## **The FrameWorks Gallery Contract**

When displaying artwork at the FrameWorks gallery, the rules and regulations you are asked to abide by are as follows:

1. I understand that a commission of 35% on each of my items will be retained by the FrameWorks upon the instance of sale of said items. I will set my prices accordingly, so as to include this commission.
2. It is at the discretion of the FrameWorks management to decide whether works may be shown without being for sale.
3. Artists may only have reproductions for sale if they have originals currently showing in the gallery (artists whose reproductions were carried by the FrameWorks prior to the existence of the gallery may be exempt from this rule). a. All artwork displayed in bins (unframed prints or reproductions) must be backed by acid-free foam core and shrink wrapped. The artist is responsible for getting the work shrink wrapped.
4. In no event shall the FrameWorks be liable for any injury, damage, loss, theft or disappearance of or to property. However, reasonable care and security will be afforded all work in the FrameWorks gallery. a. Artists are encouraged to provide their own theft / damage insurance.
5. Though the FrameWorks shall keep accurate records of works sold, a comprehensive inventory is solely the responsibility of, and must be supplied to the FrameWorks by, the artist.
6. All checks issued to artists must be cashed within 30 days.
7. Payments of sales, less commission, for items sold will be made on a calendar month basis. Checks will be mailed on the 10th of every month.
8. I will agree that it is at the discretion of the FrameWorks management to negotiate a layaway plan to sell my work. a. It is also at the discretion of the FrameWorks management to choose not to allow an item to be sold using a layaway plan.
9. The FrameWorks agrees to exhibit the works consigned within the limits of available space.
10. All artists must be at least 18 years of age to display work at the FrameWorks.

11. All works must be screened by the FrameWorks management before it will be accepted for display. All 2-dimensional works must be quality framed. The definition of "quality framing" will be up to the discretion of the FrameWorks management.
12. All accepted works will be up for review every three months and at that time may be kept on for an additional three months, exchanged for other works, or terminated.
  - a. After a work is exchanged for or terminated, artists are required to remove said artwork within one week. should the artist go beyond the one-week time limit, a storage fee of \$10 per day will be charged.
  - b. After work is accepted, it must remain at the FrameWorks for the entire duration of the three month period and may not be removed by the artist for any reason unless arrangements are made with the FrameWorks management and agreed upon in advance.
13. The FrameWorks reserves the right to change our agreements with the artists (in writing), should problems arise that need to be addressed.
14. Artist grievances should be addressed to the management of the FrameWorks.
15. Artists have the right to set "sale prices" or discounts, should they choose to do so. FrameWorks management will not sell artwork at a reduced price unless the artist has directed us to do so. After the artist has given the Frameworks management the authorization to discount their works, and the amount of discount specifically designated to each work, it will be up to the discretion of the FrameWorks management to decide when and to whom the discount should be offered in the interest of selling said work.
16. All artwork that the artist has framed by the FrameWorks for the purposes of showing at the FrameWorks gallery will be framed for a reduced price of 50% off the entire framing order price.
17. Return policy: we will charge customers a 35% restocking fee on all returned works. Returns will be inspected thoroughly for any damage. Returns will not be accepted if there is any damage to the work or the framing. All returns must be made within 7 days of purchase.

signature: \_\_\_\_\_

date: \_\_\_\_\_

12.2009