



Housed in a brick storefront constructed in 1885 across from Central Park, the ArtFarm Decatur will represent 70+ Illinois and Midwest artisans. We also house the 11:11/Ankrom Gallery, which will feature exhibits changing monthly.

Artist Agreement & Policies

This lease agreement dated ___/___/___ is between The ArtFarm Decatur and _____.

The terms of this lease begin: ___/___/___ and will come up for renewal: ___/___/___

All agreements are valid for 4 months but can be automatically renewed based on your sales performance, adherence to policy and participation expectations. Artist's initials _____

Thank you and let's get started! Please read and initial each section, as well as sign and date on the last page and we'll embark on a lovely relationship.

Inventory & Merchandising:

All merchandise brought in to be sold at The ArtFarm will be displayed and merchandised by us. If you have a special arrangement or display for your work, we will try our best to accommodate your requests, but cannot guarantee it will be utilized. The ArtFarm reserves the right to display only the pieces that will fit into the current inventory. Shippable pieces may be listed for sale on our website or social media, and all will ultimately be on the sales floor during your term. Artist's initials _____

Artists are expected to deliver and remove artwork promptly as specified in this agreement. Failure to make alternate arrangements will result in a storage fee of \$10.00 per day.

Artist's initials _____

The ArtFarm will notify you if stock needs to be replenished, based on sales. You will be responsible for filling this request promptly. Please do not bring in additional stock without prior consent by The ArtFarm, as it will not be considered. However, if you have new work, seasonal items or anything special you would like to add to The ArtFarm inventory, please submit your request via email along with images of the work. We will respond in a timely manner to let you know whether or not these additions will be accepted. You will be responsible for the tagging and additional inventory sheets associated with the approved addition. Artist's initials _____

All inventory submitted to the ArtFarm shall remain until the end of your term. Artist's displaying at the ArtFarm agree to not sell their work within a three mile radius of the ArtFarm during that term. This EXCLUDES festivals, street fairs, and other special events that are only temporary. We ask that you keep your prices in all other avenues consistent with the prices you set for The ArtFarm. Artist's initials _____

The ArtFarm cannot insure any of the artist's personal property, goods or merchandise and is not responsible for broken, lost, stolen or damaged goods. Artist's initials _____

In order to have been accepted as a seller, your submitted images have been reviewed and approved by us. Isn't that why you're initialing this contract? Please feel free to refer any other artists that you feel would be a good fit for the ArtFarm and have them submit images to peggy@artfarmdecatour.com.

Artist's initials _____

You will provide The ArtFarm with a short personal bio to accompany your work. Artist's initials _____

Pricing, Payments & Fees:

All participating ArtFarm artists will receive 70% of the retail sale amount. We retain 30% + a \$25 monthly fee for our overhead, advertising, and operating costs. Artists determine the retail price. The ArtFarm will collect the applicable taxes and provide you with worksheets that will contain all of the pertinent information needed to keep an accurate record of your inventory. Artist's initials _____

The ArtFarm Decatur will provide you with price tags to be used. Any item that is not appropriately tagged with OUR tags will not be accepted. You will be provided with detailed instructions along with your worksheets as to how each tag is to be filled out. Artist's initials _____

The ArtFarm Decatur will pay their artists at the beginning of each month of their term for sales from the previous month and will be notified via email prior to issue. Please indicate how you would like to receive the monthly payments. Copies of your inventory sheets and sales records will accompany payment.

____1.) Check pick-up – You can make arrangements to pick your check up at The ArtFarm in person via email or phone.

____2.) Check by mail – Monthly check will be mailed, but you must provide the ArtFarm with a 4 month supply of stamped envelopes at the beginning of your term.

The \$25 monthly fee will be deducted from sales prior to payment to artist. If for some reason, not enough was generated during the month, artists have until the 10th of each month to make that payment *or* you may opt to pay the full 4 month term fees up front. Failure to pay the monthly fee will result in having your work removed from The ArtFarm, its website and social media. Artist's initials _____

Website, Workshops, Events & Info:

The ArtFarm Decatur will occasionally offer items for sale through our website (artfarmdecat.com) and/or social media. Not every item lends itself to be sold in this manner, so please be understanding of that.

Artist's initials _____

Ultimately, we will be offering workshops and parties for children. We will focus on keeping class and party size small and intimate and they will occur on the premises, thus exposing audiences to the retail storefront. If you are interested in leading a workshop, please let us know!

The ArtFarm Decatur also houses the 11:11/Ankrom Gallery. We will be a part of the monthly First Friday Gallery walks, and will host a reception for the showing artist on those nights. If you are in the area, we encourage you to attend, not only as a guest, but as one of our artists! You can expose a lot more customers to your work if you come to "be a part" and become more relatable to the general public. Please feel free to suggest an artist that you feel would be a good fit to show in our gallery!

The ArtFarm will also provide you with print and social media ads so that you may market yourself through our events.

One more time!

Artist Expectations:

- Deliver, remove, restock, communicate and respond to The ArtFarm in a timely manner.
- PROMOTE! Facebook, Twitter, Pinterest, Instagram, our newsletter mailings and gallery show invitations will all be available to use in promoting not only us, but YOU!
- Don't forget that only ArtFarm price tags will be accepted. Your inventory sheets should be filled out in their entirety and legible.
- Participation in our events and support of other artists in The ArtFarm Decatur is expected.

Benefits:

- Daily exposure of your work in a high profile, professional, downtown retail location that will greatly broaden your customer base.
- Your work highlighted on many social media and print platforms.
- E-commerce with shipping & handling services.
- Workshop leading opportunities.
- All sales tax is handled by us.
- Event opportunities and fun!

Application:

Name: _____ Company Name: _____

Address: _____ City _____ St. _____ Zip _____

Phone numbers: _____ Email: _____

Type of art: _____

How many pieces (Approx.) do you have to sell at The ArtFarm? _____

Etsy, website, or other addresses: _____

Are you currently selling in other retail spaces? _____ If so, where? _____

For office use only:

Delivery date: ___/___/___ Signed for by: _____

Pick up date: ___/___/___ Signed out by: _____

Artist signature: _____

Fee paid: _____ Method: _____ Date: ___/___

Renewal: _____ Method of payments: DD: _____ Pick up: _____ Mail: _____ Envelopes supplied: _____

ADDITIONAL NOTES: