**Incubator Creative Hub – Artist Consignment Agreement**

**Our Purpose:**  
The Incubator Creative Hub celebrates high-quality local art, fostering a collaborative community where established artists support each other through shared gallery representation and collective energy. By participating, you help sustain a vibrant creative ecosystem in Tauranga’s Historic Village.

**This is a digital agreement.** To proceed, please complete the online submission form with your bank details for payment.

**Consignment Terms**

**1. Artwork Submission & Curation**

* Submitted works (original art, jewellery, sculpture) must meet our quality and presentation standards.
* Reproduction prints must be exclusive to our gallery while on display (not sold elsewhere in the Historic Village).
* We curate for fair representation but reserve the right to decline pieces unsuitable for space, style balance, or saleability or appropriateness.

**2. Inventory & Presentation**

* Each artwork requires a visible swing tag or label (artist name, title, price, code).
* Detailed guidelines are in the *"Welcome to New Artists"* document.

**3. Transportation & Insurance**

* Artists are responsible for safe delivery/collection of works.
* The gallery does not insure consigned items—we recommend independent artist insurance.

**4. Commission & Pricing**

* Standard commission: 30% of retail price (+15% GST on commission only).
* Artists unable to roster (due to medical circumstances) will incur 40% commission (pre-approved).
* Set your prices including commission—no private sales bypassing the gallery.

**5. Sales & Payment**

* Payments processed via EFTPOS (cash accepted for lesser amounts).
* Monthly sales reconciled, with payouts by direct credit within one month.

**6. Roster Commitment**

* Artists contribute 1+ gallery duty days/month (details in *"Roster Duty Guide"*).
* Roster participation keeps our model sustainable energy exchanged for visibility!

**7. Promotion**

* We actively promote artists via socials, newsletters, and press.
* Artists must:
  + Share gallery posts & tag us (@theartistwindowgallery).
  + Provide a bio/profile photo for marketing.
* Gallery may use artwork images for promotional purposes.

**8. Ethical Sales & Trust Integrity**

* The Incubator Creative Hub operates as a charitable trust, relying on transparency and community goodwill.
* We expect artists to uphold honesty in all sales—no direct private sales to customers who discover your work through the gallery (this includes circumventing commissions via social media or off-site inquiries).
* If a buyer contacts you independently, we trust you will direct them back to the gallery to complete the purchase. This ensures fair support for all artists and sustains our shared space and respect of the overheads and rent obligations for this gallery opportunity.

**8. Policy Updates**

* Refer to the *"Welcome to New Artists"* and *"Roster Duty Guide"*
* Updates will be communicated via email or the artist portal.

**By submitting your online agreement form, you acknowledge these terms.**  
Let’s grow creativity together—thank you for being part of the Incubator Creative Hub!