

CONSIGNMENT FORM

The Consignor and the Sault Ste. Marie Museum (consignee) hereby enter into the following:

1. **Purpose:** This agreement confirms the arrangements whereby the Consignor is consigning to the Sault Museum the items listed to be offered for sale in the Clock Tower Gift Shop”.
2. **Pricing/Consignee Commission & Terms:** The Sault Museum keeps a 25% commission. All sales are final. When sales exceed \$20.00, cheques will be issued to the Consignor. Cheques are processed monthly, at the end of the month.
Volunteer Option: Consignor agrees to a lower commission of 20% for entire product line if an only if, Consignor volunteers in The Clock Tower Gift Shop for a minimum of 8 hours per month. Schedule is agreed upon by both parties.
3. **Duration and Termination:** There is no set end to this contract. The Consignor may terminate the agreement at any time and withdraw items. The Consignee may terminate the agreement with a two-week notice for any reason they deem fit. The Consignor may add new items upon the approval of gift shop manager.
4. **No Drop-Off Rule:** Please note that Consignors may not drop off items without consent from the gift shop manager. An inventory needs to be completed by authorized staff when new items are dropped off. You will be asked to pick up any of these non-authorized items.
5. **Display:** Any display racks or helpful methods to display your merchandise would be appreciated.
6. **Promotion:** Consignee agrees to promote the shop on their website, social media outlets, on-site, and in certain print mediums. All costs from marketing and promotions will be incurred by the Consignee. Consignor grants Consignee the right to photograph the items and use photographs for publicity and promotional purposes. Consignor agrees to supply Consignee with any additional materials needed to promote their items.
7. **Damage or Loss:** The Sault Museum assumes no liability for any damages to or theft of items unless such theft or damage is caused by the negligence of the Sault Museum’s employees.

Signature: _____

Date: _____

Details

Consignor Name (please print): _____

Address: _____

Email: _____

Phone: _____

Staff Signature: _____

Date: _____

CONSIGNMENT ITEMS

#	ITEM - Name	ITEM - Type	QUANTITY	PRICE – amount to consignor	FOR OFFICE USE ONLY
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					