

Consignment Process for Blue Connection

Requirements for artwork consignment at Blue Connection:

- 1) Artwork is considered by artists affiliated with Millikin University in the following categories: alumni, faculty, staff, current student, and friend.
- 2) Artwork should be presentation ready:
 - a. 2-d artwork in mats and/or framed with wire hanging device (no saw-tooth hangers)
 - b. Jewelry and 3-d artwork should be accompanied by any special presentation devices required (such as earring card holders or boxes)
 - c. Slides or a cd with jpegs may be submitted for pre-approval of artwork. Please include detailed product information including suggested retail price.
- 3) Artwork considered is reviewed on the following qualities:
 - a. Artistic ability
 - b. Quality of presentation
 - c. Appropriate for our market

Procedure for submitting artwork:

- 1) Fill out a consignment contract (available at Blue Connection) with all pertinent information:
 - a. Your name and contact information
 - b. Detail information about each piece submitted
 - c. Suggested retail price
 - d. Your signature and the date at the bottom of the contract
- 2) Include an Artist Statement.
- 3) Deliver artwork, consignment contract, and artist statement to Blue Connection at the address below. Artwork is reviewed at Blue Connection on the second Friday of each month. Delivery of artwork/slides/cd may occur at any time during Blue Connection's business hours: Tuesday- Friday 10-5, Saturday 10-2. Shipping costs are the responsibility of the artist.
- 4) After the monthly review, Blue Connection will contact you regarding the artwork submitted for consignment. The consignment contract is then signed by Blue Connection for the accepted pieces. You would be responsible to retrieve any unaccepted pieces within one week unless other arrangements are made.