



Wheelwright Museum

ITEM # _____

704 Camino Lejo, Santa Fe, NM 87505
Phone (505) 982-4636 • Fax (505) 989-7386

CONSIGNMENT AGREEMENT

One Agreement Per Item

1. All consignment items will be accepted at the discretion of the Wheelwright Museum; a maximum of 10 items will be accepted from any consignor.
2. All consignment merchandise should be priced to sell; pricing is up to the consignor in consultation with staff. The Museum retains a 40% commission fee. No price changes will be accepted during sale.
3. The Museum reserves the right to refuse or return consignment merchandise at any time. The Museum is not responsible for loss or damage to items left for consignment.
4. The consignor agrees to leave the merchandise for the duration of the event. Items not sold must be picked up, along with any proceeds from item sales, the following Thursday or Friday, 10 AM to 4 PM unless other arrangements have been made. All unretrieved items will be assumed to be the property of the Wheelwright Museum; a Charitable Contribution Receipt will be sent after the event.
5. Consignors are responsible for confirming that all their items are accounted for during the disbursement process, and notifying the Wheelwright staff of any discrepancies before they leave the premises at the time of disbursement.
6. Consignor is responsible for all shipping fees including return shipping on items not sold.

I want to...**(Check One)**

- receive the 60% split for this item.
- donate any proceeds to the Wheelwright.

I want to...**(Check One)**

- pick up this item if not sold.
- donate the item to the Wheelwright if not sold.

I have read and understand the above.

Signature of Consignor Date

Signature of Wheelwright Representative Date

Name of Consignor (Please Print)

Consignor Address

Consignor Email

City State Zip

Consignor Phone

ITEM INFORMATION

Price: _____

Artist Name: _____ Tribal Affiliation: _____

Description: _____
