



Wheelwright Museum of the American Indian

2025 ANNUAL BENEFIT SALE INTAKE FORM - DONATION/CONSIGNMENT AGREEMENT *(One item per agreement)*

Office Use Only: ITEM # _____ WWM Representative's Signature _____ Date _____

All consigned and donated items will be accepted at the discretion of the Wheelwright Museum. The Museum reserves the right to review items for authenticity and condition, to determine value, and to refuse or return items at any time.

A maximum of ten (10) items will be accepted per donor. Retain a copy of this form for your records. The Wheelwright Museum is a tax-exempt 501(c)(3) organization with EIN 85-01012311. This form must be completed/ and signed by the consignor/donor.

ALL DONATED/CONSIGNEE ITEMS MUST MEET THE FOLLOWING CRITERIA:

<p>An item <u>WILL</u> be accepted if all of these conditions are met:</p> <ul style="list-style-type: none"> • Original art (no reproductions); • Native American made (US & Canada) • In good condition, not damaged or repaired; • Valued at \$150 or greater. 	<p>An item <u>WILL NOT</u> be accepted if it:</p> <ul style="list-style-type: none"> • Contains feathers, wool or fur; • Is a ceremonial or cultural heritage item.
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THIS ITEM IS A DONATION.

I will donate all proceeds from this item to the Museum. Please assign a value to your donated item. Final determination will be made by the Museum. All provenanced documentation is welcome.

THIS ITEM IS CONSIGNED.

I want to consign this item and receive 50% of the proceeds. (NOTE: An item without a value set by the consignor will not be accepted. Museum staff & volunteers will NOT value consigned items.)

CHECK ONE:

If unsold, I want to pick up this item. (NOTE: If returned to the consignor via post/carrier, any shipping/insurance fees related to consigned items will be at the expense of the consignor. The Museum will not ship items without insurance for the full item value.)

If unsold, I want to donate this item to the Museum.

The Museum is not responsible for the loss or damage of items left for consignment. The consignor agrees to leave the item for the duration of the sale. All items must be priced to sell. No price changes will be made during the sale. Items not sold or donated MUST BE picked up, along with any proceeds from consignment item sales, at a date and time set by the Museum. The consignor is responsible for confirming that all items are accounted for during the disbursement process and for notifying the Wheelwright representative of any discrepancies before leaving the premises at the time of disbursement.

ITEM INFORMATION: VALUE \$ _____

Artist Name _____ Tribal Affiliation _____

Description _____

DONOR/CONSIGNOR:

I have read, and I understand the above information.

Signature: _____ Print Name: _____ Date: _____

Email: _____ Phone#: _____

Address: _____