

**ANN ARBOR FIBERARTS GUILD (AAFG)**  
**2D/3D FIBER ART ONLINE EXHIBIT AGREEMENT FORM**

INFORMATION FOR ARTISTS SALES

**Please read this information, sign at the bottom of the document, and submit with jury forms.**

**I. Commission.**

All 2D/3D Fiber Art Online Exhibit sales will be assessed a 20% commission. Should a patron wish to purchase your work, the Guild will handle the financial aspect of the sale. Please follow this procedure for all sales:

- a) The artist arranges delivery to the buyer and collects a check (made out to AAFG) or credit card information (buyer's name, credit card number, expiration date, 3-digit security number on the back of the card, phone number, and zip code) for the price of the work, plus 6% (.06) sales tax.

EXAMPLE: Price of Artwork	\$3,000
Plus 6% Sales Tax*	\$180 (\$3,000 x .06 = \$180)
Grand Total of Sale	\$3,180

**\*The State of Michigan requires a 6% tax be assessed on all goods sold in our state, so don't forget to add that amount to the sale price of your work to arrive at the grand total for the sale.**

**THE AAFG PREFERS PAYMENT BE MADE WITH A CHECK  
RATHER THAN A CREDIT CARD IF AT ALL POSSIBLE.**

- b) The artist then sends payment to AAFG Treasurer in the following ways:
- Checks are sent via surface mail.
  - Credit card information is sent via surface mail to or called in.

**DO NOT SEND CREDIT CARD INFORMATION VIA EMAIL  
TO THE TREASURER FOR SECURITY REASONS.**

**II. Artist and sales tax payments.**

Once the treasurer receives payment from the artist, and payment is verified from our bank or credit card company, a check will be sent to the artist for 80% of the listed price of the piece, and the AAFG will pay the collected sales tax to the State of Michigan.

I have read and understand the above information.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_