

**ANN ARBOR FIBERARTS GUILD (AAFG)
SILVER MAPLES EXHIBIT AGREEMENT FORM**

INFORMATION FOR ARTIST SALES AND INSURANCE

Please read this information and sign at the bottom of the document.

Bring this form with you when you deliver your work.

I. Commission.

All Silver Maples Show exhibit sales will be assessed a 20% commission. AAFG will handle the financial aspect of a sale should a patron wish to purchase your work.

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.

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

DO NOT SEND CREDIT CARD INFORMATION VIA SURFACE MAIL OR EMAIL 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 list price of the piece, and the AAFG will pay the collected sales tax to the State of Michigan.

III. Insurance.

Each artist is responsible for insuring her/his work. The AAFG is not responsible for lost, stolen or damaged items. If there is liability insurance provided by the venue, the AAFG Exhibit Chair will disclose that.

I have read and understand the above information.

Print Name _____

Signature _____

Date: _____