



**To be completed by GPAG representative:**

Contract date: \_\_\_\_\_

Contract received by: \_\_\_\_\_

Artist Number assigned # \_\_\_\_\_

GPAG Membership # \_\_\_\_\_

**GIFT SHOP POLICY and CONTRACT**

The Gibsons Public Art Gallery (GPAG) Gift Shop is a venue for the sale of work by Sunshine Coast artists and artisans, creating products which are uniquely expressive of the Coast. Artists/artisans submit samples or photos of their work along with the application form. The artist/artisan is notified if their work is to be included in the GPAG Gift Shop by the Gift Shop Manager/Representative. Artists/artisans set their own retail prices and receive 60% of the gross sale of an item except for greeting cards. Cards retail for \$5.00, on which artists receive 80% commission. Consignees must be a GPAG member in good standing.

The Gift Shop is managed by a combination of staff and volunteers who maintain inventory control, promote the Shop, display the work, conduct sales and deposits, track sales and book-keeping.

- 1. The Gallery does not provide exchanges or refunds to customers.
- 2. The GPAG Gift Shop makes every effort to ensure that theft and damages do not occur. The Gift Shop is secured by a monitored alarm system and a qualified person or persons will be in attendance at all times when the Gift Shop is open to the public. However, should any loss or damage occur, the artist/artisan understands and accepts the full risk of loss or damage to articles placed on consignment. Damaged items will be returned to the artisan.

Consignee - please initial: \_\_\_\_\_ Gift Shop - initial: \_\_\_\_\_

- 3. To keep customers interested and stimulated by the inventory in this small shop, items accepted will remain in stock for 4 months, after which unsold stock will be returned to the consignee.
- 4. The artist/artisan will be advised by phone/email when stock is ready for pick up. If after a second request is made by phone, and the artist/artisan is unable to pick up the work by the agreed upon time, it will be put in gallery storage space, and all GPAG responsibility to the artist/artisan, as to the contents, number and condition of the items will cease. Any remaining work after the second pick up notification, will become the property of the Gallery after 90 days. Costs associated with delivery and pick up are the responsibility of the artisan/artist.
- 5. Payments to the artist/artisan are made when accumulated sales reach \$100.00 or more, or at the end of 4 months. A copy of the Inventory Sheet will accompany payment indicating items sold.
- 6. The GPAG Gift Shop requires that each consigned item be labeled with an adhesive label or tag, listing his/her individual artisan number (as arranged with the GPAG Gift Shop), the item number and its price. The artist/artisan must submit an inventory list that includes a description of each item to be consigned, its tag number and retail price. Consignment delivery takes place on a designated day. A Gift Shop representative must verify that the items on the list match the work to be consigned, preferably at the time the work is presented for consignment. GPAG is not responsible for inventory discrepancies if consignment is not processed in this manner.
- 7. Artisans are encouraged to provide marketing material (photo cards, business cards, biographies) that can be made available to Gift Shop customers.

**Artist/Artisan Name:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone/Cell

\_\_\_\_\_  
Email

**Artist/Artisan Signature:**

\_\_\_\_\_  
Signature

**GPAG Gift Shop Representative:**

\_\_\_\_\_  
Name/Signature

\_\_\_\_\_  
Date