

GALLERY GIFT STORE POLICY

Approved December 17, 2019 by the Crowsnest Pass Allied Arts Association Board of Directors.
Updated in 2022.

GIFT STORE SUBMISSION REQUIREMENTS

Artisans interested in placing items in the Gallery Gift Store must submit the following:

- Name, address, phone numbers, email
- Photos and/or samples of work to be juried
- Inventory List including size and price
(price set by the artisan must include the gallery commission)

GIFT STORE POLICY

1. Exhibitors must be a member in good standing of the CNP Allied Arts Association.
Membership in the Association is a requirement and must be renewed each year. January is the anniversary date for all memberships.
2. All articles for display must be hand crafted. No commercial items are permitted.
3. All articles must be clean, properly finished and clearly labelled.
 - Framed paintings or prints should be approximately 18 x15 inches or less.
 - All other paintings or prints should be matted, packaged and clearly labelled.
 - Jewellery may be packaged but must be clearly labelled (tie-on labels are best)
 - Art Cards should come with the appropriate number of envelopes and be packaged individually or as sets in clear plastic bags. Clearly label all art cards.
4. The artist must submit a signed and dated copy of a complete Inventory List. Please include contact info, description of each inventory article, size and price including commission.
5. The artist agrees to pay a 30% commission to the CNP Allied Arts Association.
6. As the Gallery is kept open over weekends and holidays by volunteer monitors, we ask that all artists whose work is accepted in the gift shop, volunteer one shift/month (1-4pm), up to 6 or 8 shift/year. We understand that it may not be possible for all artists to contribute to our volunteer pool, but those who do will have their commission rate reduced from 30% to 15%. **Please see special note below!**

7. The Association will issue a cheque, twice per year or when a minimum of \$60 is reached after commission is deducted.
8. Artist will contact the Association every six months to update or rotate Inventory. Please update inventory lists at this time.
9. Contact information must be kept up to date. If the artist does not remain in contact every six months, after 2 years the inventory left in the Gift Shop becomes the property of the Association.
10. The CNP Allied Arts Association maintains the right to control items sold in the Gift Shop. At the discretion of the Association, items may be reduced in stock or removed from the store.
11. CNP Allied Arts Association is not responsible for the cost or replacement of damaged or stolen items. The Association monitors the Gift Shop as carefully as possible to deter theft and breakage. Separate insurance for theft and damage should be purchased by the artisan.
12. The Gift Shop contract must be signed before items are placed in the Gift Shop.

Special Note:

As the Gift Shop and the Gallery is run by volunteers over the weekends, we ensure that the gallery is open as many days per year as possible, thus fulfilling our obligation to AFA and their criteria for being a designated Public Art Gallery. Number of shifts are proposed 1/month, or 6-8 shifts/year to qualify for a reduction of commission, depending on the number of volunteers. The bigger the base the fewer the shifts/year. Volunteering at weekends gives you a chance to promote your art on the shelves, statistically leading to more sales for you personally.

Remember, being a member gives you a 10% discount when you yourself shop in the Gift Store. - Not in the Galley!