



**Arts Society of Kingsville  
Carnegie Arts & Visitor Centre  
Gallery Gift Shop  
Policies and Procedures**

Approved  
June 2023

## Gallery Gift Shop Purpose

Arts Society of Kingsville(A.S.K.) operates the Carnegie Arts & Visitor Centre Gallery and Gift Shop. The shop specialises in original artwork, jewellery, and gift or craft items created by local and regional artists and craftspeople.

The Gallery Gift Shop accepts works of art, crafts, and culture-related items from regional artists, craftspeople, and authors under two conditions:

(1) Items are on sale or return at 70% to the artist, 20% to the Town of Kingsville and 10% to A.S.K. We do not purchase items directly and the Gallery Gift Shop Committee must approve all art and work.

(2) Items are donated outright to the Gallery Gift Shop for 100% commission, with prior review and acceptance by the Gallery Gift Shop Committee.

The Gallery Gift Shop may also sell items created by or for Arts Society of Kingsville such as exhibition catalogues, posters, totes, cups and cushions.

Only A.S.K. members may apply to sell work through the Gallery Gift Shop. No A.S.K. member may receive any special privileges, non-customary discounts, or personal gifts in connection with Gallery Gift Shop artists, representation/sales or purchases.

This list describes the types of items accepted into the Gallery Gift Shop. Typically, the Gallery Gift Shop displays local/regional artists and themes. Items not on the list may still be considered, but must be approved by the Gallery Gift Shop Committee.

- Original art - Max size = 8 1/2 X 11 inches. **\*No wall art.**
- Reproduced art (cards, prints, magnets, mugs, cutting boards, coasters, etc.)
- Jewellery (handmade: beaded, clay, enamel, braided, metal, etc.)
- Books (by local authors, local illustrators or about local topics)
- Craft objects (bowls, candlesticks, baskets, vases, mugs, ceramics, turned wood, etc.)
- One-of-a-kind gifts

### **Terms and Definitions**

**The Gallery** refers to the A.S.K Arts Gallery located in the Carnegie Arts & Visitor Centre.

**Seller or Supplier** refers to the artist, or artisan, who created the item being sold.

**Carnegie Committee Chair** is a volunteer responsible for overseeing operations at the Carnegie Arts & Visitor Centre who reports to the A.S.K. Board of Directors.

**Gallery Gift Shop Committee** is a team of A.S.K. member volunteers.

**Gallery Gift Shop Committee Representative** is a committee member, assigned by the Carnegie Committee Chair, who is responsible for the intake and out-take of gift shop items.

### **General Gallery Gift Shop Goods Guidelines**

Consignment periods are automatically set to 3 months with a seasonal call out for stock. After 3 months, the Gallery Gift Shop Committee will evaluate the items, and either renew the consignment period or ask for the seller to withdraw and/or exchange items.

### **Gallery Gift Shop Committee – Consignment Scoring Criteria**

- I. Item Quality
- II. Uniqueness
- III. Display Quality
- IV. Price Suitability
- V. Display Availability
- VI. Sale History (if applicable)

Potential suppliers must submit a complete application to the Gallery Gift Shop at least two weeks in advance of the consignment period to be considered for the Gallery Gift Shop. Applications can be obtained from the Carnegie Art & Visitor Centre or completed and submitted online at:

<http://artsocietyofkingsville.ca/gallery-gift-shop-application>

Potential suppliers should also submit the following with their application whenever possible:

- (1) A quality image of each item or types of items to be exhibited in the Shop
- (2) A copy of your current public & products liability insurance certificate

Three possible outcomes to an application:

- (1) Acceptance of seller and proposed items to the Gallery Gift Shop (Acceptance at the absolute discretion of Arts Society of Kingsville)
- (2) Conditional Acceptance (Wait List)
- (3) Non-acceptance; may reapply after three months with new works

### Gallery Gift Shop Committee - Review Process

The Gallery Gift Shop Committee reviews suppliers' applications four times per year. Suppliers are asked to not inquire about the status of an application. Notifications will be sent to the suppliers as soon as decisions are made.

### Commission and Payments

The Gallery Gift Shop must have a current, completed, Gallery Gift Shop Application and signed sellers agreement (page 6 of this document, on file prior to having merchandise displayed and sold in the Gallery Gift Shop. The Carnegie Committee Chair will be in contact in regards to the supplier process. All work must be for sale with prices set by the artist. The Gallery Gift Shop will retain a 30% commission and all prices should include that commission. Artists/Crafters are paid for work sold in the month following sale.

### Delivery and Condition of Work

All sellers must deliver items to, and pick up items from, the Gallery Gift Shop and arrange a time for delivery and pick up **in advance with the Carnegie Committee Chair**. All items must be in good condition for display with appropriate attachments to allow for display. (ASK will supply attachments only if they are available). Please use the following guidelines for special items:

- Art that will stand on its own or on an easel of the appropriate size (max. height = 11 inches).  
**No Wall art.**
- Jewellery – The Gallery Gift Shop may feature jewellery in alternate displays, but all jewellery must arrive in the following packing: mounted on a card stock jewellery holder or similar display. No plastic or cloth bags. Hanging displays/stands (necklaces, bracelets, earring trees) must be pre-approved by the intake volunteer.
- Prints and note cards must be wrapped in plastic sleeves that are clear, clean, and of dimensions that are appropriate to the object size (resealable packaging preferred). Note card box sets are also permitted, but must show contents on the outside of the box through a tag or label with thumbnail images and/or text (multiples of cards, variety of cards, etc.)

### Additional Items for Delivery

- Required: Gallery Gift Shop Inventory form - Submitted in advance. Must be completely filled out by seller listing all goods being delivered with the price that includes the Gallery's 30% commission, signed by both seller and a Gallery Gift Shop Committee representative.

### **Withdrawal or Return of Art/Crafts**

- The sales and inventory of each seller will be evaluated at month 3 by the Gallery Gift Shop committee. The committee, in their absolute discretion, will decide one of the following courses:

- a) The seller may renew their consignment period with the Gallery Gift Shop Committee,
- b) The seller may replace the items with new items and enter a new consignment period with the shop, or
- c) The seller will be asked to withdraw items from the Gallery Gift Shop (in relation to point ©: sellers may reapply for the Gallery's Shop after 3 months)

- To continuously refresh and update Gallery Gift Shop inventory, top-selling sellers may be asked to rotate items before the end of their consignment period. Sellers are not required to rotate items, and may only do so with approval from the Gallery Gift Shop Committee. Please do not pick up items without prior arrangement with the Carnegie Committee Chair or representative.

- At pick up, all sellers must initial Returned Goods section of the Inventory form.

- The Gallery Gift Shop Committee will give reasonable notice in writing to the sellers' email address provided with the Consignment Agreement if it desires to have an object taken back by the Consignor for any reason.

- If the Seller shall not withdraw such property within sixty (60) days from the date of such notice, the Gallery Gift Shop Committee shall have absolute right to dispose of such property in any manner it may elect.

### **Display of Work**

Gallery Gift Shop Committee volunteers make all decisions regarding placement of objects in the Gallery Gift Shop. Committee members may move or remove work at any time, and do not guarantee to display all sellers works submitted at the same time. If work is permanently removed from the Gallery Gift Shop, the seller will be notified within 2 weeks of the removal, and be informed of conditions for replacing the items, editing the items, or returning the items to the consignor.

### **Storage of Extra Items**

On-site inventory space is extremely limited. The Gallery Gift Shop Committee volunteers will work with sellers on a case-by-case basis in the storage of additional inventory. The Gallery Gift Shop provides all sale and gift packaging. Due to storage space limitations, we do not keep individual gift bags for each consignor. If you would like to donate gift supplies that follow our packaging styles, you may, but please note that they may be used for any Gallery Gift Shop item, and cannot be limited to only your work. Customers will have the option of purchasing jewellery or gift boxes at an additional cost.

### **Loss or Damage Liability**

A.S.K. Art Gallery uses best practices for the security and handling of sellers work/objects. The Seller retains responsibility for any and all loss or damage to consigned objects. The seller may elect to maintain his/her own stock insurance. This consignment agreement shall constitute a release of the Arts Society of Kingsville from any liability in connection with the consigned property and in no event will the seller seek recovery against the Arts Society of Kingsville for damage or loss in relation to consigned objects. Arts Society of Kingsville can accept no responsibility for any error or deficiency in the information furnished to the Consignor's insurance or for lapse in insurance coverage.

### **Publicity**

Unless Arts Society of Kingsville is notified in writing to the contrary, it is understood that the objects supplied by sellers to the Gallery may be photographed and reproduced in A.S.K. publications and for publicity purposes directly connected with the Gallery Gift Shop including using the images on the A.S.K. website and social media accounts, and that images of the works may be used for educational use prior to and during the display at the Carnegie Arts & Visitor Centre. Unless notified to the contrary, amateur photographers may take pictures of the work if they agree not to use the photographs for commercial purposes. Consignors to the Gallery Gift Shop may plan additional publicity, at their own expense.

### **Insurance**

It is the supplier's responsibility to ensure they have their own appropriate Public & Product liability for items.

### **Semi-precious gems**

The Gallery understands that sourcing gemstones ethically are complex. However, The Gallery expects that the trader will have carried out, to the best of their ability, ethical checks when purchasing semi-precious gems.

**Arts Society of Kingsville  
Carnegie Arts & Visitor Centre  
Gallery Gift Shop  
Seller's Agreement**

I, \_\_\_\_\_  
(Print seller's name)

**agree to the conditions of the  
Arts Society of Kingsville  
Carnegie Arts & Visitor Centre  
Gallery Gift Shop  
Policies and Procedures.**

Seller's Signature & Date \_\_\_\_\_

A. S.K. Carnegie Committee Chair & Date \_\_\_\_\_

Arts Society of Kingsville  
Gallery Location:  
Carnegie Arts & Visitor Centre  
28 Division St S  
Kingsville, ON N9Y 1P3

Mailing Address:  
Arts Society of Kingsville  
PO Box 83  
Kingsville, ON N9Y 2E8