



R O C K P O R T
C E N T E R *for the* A R T S

**GIFT SHOP
POLICIES AND PROCEDURES GOVERNING
ARTISTS/EXHIBITORS**

Revised September 2011

QUALIFICATIONS:

Artwork exhibited in the Gift Shop must be created by a current member of the Rockport Art Association

Only original work, prints of original work, and photographs created by member artists will be exhibited. Prints and photographs will be exhibited in print bins.

All work exhibited in the Gift Shop is subject to approval of the Gift Shop Committee.

SUBMISSION PROCEDURE:

Artist must submit a proposal for review by the Gift Shop Committee, describing items to be sold. The proposal must, as a minimum, include the following:

1. Digital images or an example of work to be exhibited/sold. Digital images are strongly preferred. If examples of work are submitted, they must be listed, signed for by RCA staff, and left for consideration by the Gift Shop Committee.
2. One paragraph statement/description about the work including suggested retail prices.
3. E-mail, Mailing address, phone number, and signature of applying artist.

Once a properly completed application has been received, a decision will usually be made within two or three weeks.

If the Gift Shop Committee invites the work to be placed in the Gift Shop, they will give the artist the number of pieces that the Shop can accommodate, and the time period they will be displayed. The artist will be notified by phone or e-mail if they should pick up the items or if the shop will accept more pieces and extend the sale/exhibition period to the standard six months.

An application form is printed at the end of this packet.

GIFT SHOP CONSIGNMENT PROCEDURES

Artist will individually price, number and enter new inventory on inventory sheets kept in the Gift Shop binder in the RCA office.

Unsold items rotate out of inventory at the end of six months.

- Artist will be called or e-mailed to pick up unsold items, or the shop can mail items at artist's expense.
- Ownership of inventory not picked up within 3 weeks of notification by Gift Shop personnel will revert to RCA unless other arrangements are made with appropriate documentation.

Initial inventory quantity allocated for each artist will be as follows:

Books: 5
Cards: 12
Prints: 6
Photos: 12
Unframed Art: 6
Glass: 3
Pottery: 3
Jewelry: 10
Other: to be determined by the Gift Shop Committee

The Gift Shop Committee reserves the right to adjust above quantities for any particular artist due to space limitations or other factors.

Due to limited space and inventory, arrangement and placement of gift shop items are determined by the Gift Shop Committee.

It is the responsibility of the artist to maintain and update their inventory, including inventory sheets in the RCA Gift Shop binder.

The artist must warranty supplied items against defective materials and workmanship for a period of 9 months from the date of purchase. Warranty does not cover fair wear and tear or breakage due to misuse.

It is the responsibility of the artist to repair broken items. The artist will pick up broken items for repair or they can be mailed at artist's expense. The item will be repaired or replaced within 1 month of the client returning the item, or the client will be refunded the purchase price. The reimbursement to the client will be shared between RCA and the artist in the same proportion as when the item initially sold. See *Payment* below.

RCA is not responsible for items damaged or lost.

PAYMENT:

Artist will retain 75% of sales price of work sold in the Gift Shop. Payment is made to the artist in the month following the month of sale.

Any questions about the policy and procedures for the Gift Shop should be directed to the Office of the Executive Director at 361-729-5519. We are always glad to answer questions and assist you in any way we can.



R O C K P O R T C E N T E R *for the* A R T S

GIFT SHOP CONSIGNMENT APPLICATION

Revised September 2011

Application Procedure

The Gift Shop Committee will determine acceptance of artwork into the gift shop. For consideration, an artist must submit this application for review, containing the following:

- Digital images or an example of work to be exhibited/sold (see Policies and Procedures)
- One paragraph statement/description about the work including retail prices
- E-mail address, mailing address, and phone number of applying artist

Name: _____

E-mail Address: _____

Primary Phone: _____ Alternative: Phone _____

Mailing Address: _____

The undersigned has received, read and agrees to the attached *POLICIES AND PROCEDURES GOVERNING ARTISTS/EXHIBITORS*.

Signed: _____ **Date:** _____

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_____ The Gift Shop Committee will accept your items for resale. You may add additional items up to the limitations described in the policies and procedures.

_____ The Gift Shop Committee cannot accept your item for resale in the Gift Shop at this time. We appreciate your considering the Art Center Gift Shop.

Gift Shop Representative:

_____ **Date:** _____