



**COMOX VALLEY ART GALLERY GIFT SHOP**  
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580 Duncan Avenue, Courtenay, BC V9N 2M7



### **GALLERY SHOP CONSIGNMENT POLICY**

Thank you for your submission to the Comox Valley Art Gallery's Gallery Shop, a center for the promotion and sales of original-design arts and crafts from local and regional artisans. Our goal is to promote an understanding and appreciation of these high-quality, handcrafted works.

#### **Adjudication**

All submissions must meet the approval of the jury before being accepted. If already in the shop, work of a new discipline must also be juried; artisans who have not had work in the Gallery Shop for one year will be re-juried. It will be the right of the manager to remove from stock any work which does not maintain the quality of work originally accepted by the jury. Inventory should be priced the same at all other venues in which the artisan has work for sale.

#### **Consignment Sales**

The Gallery Shop operates on a consignment basis: 60% of the retail sales price to the artisan, 40% to the Gallery Shop. Statements and cheques will be issued by the tenth day of the following month. Amounts under \$50 will be paid quarterly. GST will be dealt with as arranged between the artisan and the manager. An artist bio, product information and business cards should be provided for Gallery Shop and customer information.

#### **Inventory Records and Code System**

Each artisan is assigned a personal artist number. New work must be clearly listed on an inventory sheet accompanying the work, with the retail price for each piece. Each item will have a separate number, no number being used more than once. Artisans are encouraged to rotate stock frequently to keep displays fresh and to maintain customer interest. A full inventory will be done once a year, with a copy sent to the artisan for confirmation. If any discrepancies are found they must be reported to the Manager in writing within one month of inventory list being received, so stock in shop is agreed on at the start of the year. If no reply is made the Gallery Shop will assume our inventory is correct.

If work is not sold after six months, the manager may request that it be exchanged for new stock or returned to the artisan. It is at the discretion of the Gallery Manager and Staff to make decisions on space allocated to each artist within the store.

**The Gallery Shop is not responsible for work which has not been removed after a period of three months after notifying the artisan to pick it up. At that time it will become the property of the Gallery Shop.**

#### **Delivery/Return of Work**

Artisans are responsible for the delivery or pick up of work and any delivery costs incurred by the Gallery Shop.

#### **Loss or Breakage**

If work is lost through theft or breakage, the artisan will be paid the same percentage as if the piece had been sold. In the case of fire, natural disaster, crime, or other perils, the Gallery Shop is responsible only for the amount recovered from our insurance.

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

