



580 DUNCAN AVENUE COURTENAY BC V9N 2M7
250.338.6211 | COMOXVALLEYARTGALLERY.COM

GALLERY
SHOP

TUESDAY TO SATURDAY 10-5
MONDAY TO SATURDAY 10-5

CVAG GIFT SHOP JURY FORM

Date: _____

Name: _____

Address: _____

City: _____ Postal Code: _____

Phone: _____ Fax: _____

Email: _____ Web Site: _____

Medium: _____

Complete Description of Juried Items:

1. _____ Retail price: _____

2. _____ Retail price: _____

3. _____ Retail price: _____

4. _____ Retail price: _____

- All work will be judged on originality, suitability for this venue, design, technique and presentation.
- A critique may be provided for work that is not accepted. The artisan is responsible for any return shipping fees.
- The Gift Shop does not accept any responsibility for work that has not been picked up after a period of three months.
after the artisan has been notified.
- Jury samples must be properly packed and labelled.
- An artist bio, product information re: care, technique, type of material, etc. is helpful to the jury committee.
- The Gift Shop operates on a consignment basis, 60% to the artisan. A yearly CVAG membership is also required.
- If accepted, work must be priced the same as at all other venues in which the artisan has work for sale.

Signature: _____ Date: _____



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CVAG GIFT SHOP CONSIGNMENT POLICY

Thank you for your submission to the Comox Valley Art Gallery's Gift Shop, a centre 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: Adjudication takes place in early Spring and Fall. All submissions must meet the approval of the jury before being accepted. If already in the Gift Shop, work of a new discipline must also be juried; artisans who have not had work in the Gift 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. Work that does not come into the Gift Shop on a year-round basis may be accepted for the CVAG Annual Christmas Craft Fair.

Consignment Sales: The Gift Shop operates on a consignment basis: 60% of the retail sales price to the artisan, 40% to the Gift 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 Gift 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 Gift 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 Gift Shop Manager and Staff to make decisions on space allocated to each artist within the store.

The Gift 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 Gift Shop.

Delivery/Return of Work: Artisans are responsible for the delivery or pick up of work and any delivery costs incurred by the Gift 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 Gift Shop is responsible only for the amount recovered from our insurance.

Name: _____ Signature: _____ Date: _____