



GALLERY GIFT SHOP GUIDE

Artists whose work has been selected for the Sooke Fine Arts Show are invited to sell additional works (up to a value of \$150 per piece) in the Gallery Gift Shop. Many interested buyers visit the Gallery Gift Shop to inquire about artists whose work they have seen on display. Sales in the Gallery Gift Shop account for 40% of all the art sales at the Sooke Fine Arts Show. This is an excellent opportunity for artists to promote and sell their work to the thousands of patrons who attend.

COMMISSION AND TAXES

Artists are charged a 30% commission on all Gallery Gift Shop sales. GST/PST will be added to the price of artwork and the Sooke Fine Arts Society is responsible for collecting and remitting the taxes. Written works that are published (with an International Standard Book Number ISBN) are PST exempt.

DISPLAY OF ARTWORK

The selection and placement of items in the shop will be at the sole discretion of the Gallery Gift Shop committee.

SUBMISSION OF ARTWORK

Storage space in the Gallery Gift Shop is extremely limited. ALL submissions must be contained in one cardboard box with the artist's name and phone number clearly printed on the outside of the box. No loose artwork or artwork in plastic bags or plastic containers will be accepted. The Gallery Gift Shop is not responsible for the return of either boxes or packing materials.

Art Cards must be submitted in a shoebox with the artist's name and phone number clearly printed on the outside of the shoe box. If the artist is submitting other art pieces, then the shoebox must fit into the box containing the other items. Shoeboxes must be of an appropriate size, but not too large, to contain up to 50 art cards. Generally, a child's size shoebox is sufficient whereas some adult size shoeboxes are too large.

3-D artwork packaging requires special attention to prevent breakage or damage. The Gallery Gift Shop will not accept or be responsible for broken or damaged items.

The Gallery Gift Shop reserves the right to refuse items that do not meet the specific criteria stated.

DROP OFF DATES

Items to be sold in the Gallery Gift Shop can be delivered at the same time as artwork that has been accepted for the Sooke Fine Arts Show (Main Date only) to **SEAPARC Leisure Complex, 2168 Phillips Road, Sooke, BC.**

Main Drop Off Date: July 15, 9:30 a.m. - 4:30 p.m.
Additional Drop Off Dates: July 22, 11:00 a.m. - 4:00 p.m.
(for Gallery Gift Shop only) July 23, 11:00 a.m. - 4:00 p.m.

PLEASE NOTE: Artists may be contacted by the Gallery Gift Shop to bring in additional items if their submitted items have sold out before the end of the show. *Requested additional items will not be accepted after close of business on the last Thursday of the Sooke Fine Arts Show.*

PRICING

All items are priced by artists, but must not exceed a price of \$150.00 excluding taxes.

THE FOLLOWING INFORMATION AND INSTRUCTIONS ARE ESSENTIAL. CORRECT INVENTORY STICKERS AND ACCURATE INVENTORY SHEETS ARE ABSOLUTELY NECESSARY IN ORDER FOR ARTISTS TO BE PAID FOR ARTWORK SOLD IN THE GALLERY GIFT SHOP. PLEASE READ CAREFULLY!

GALLERY GIFT SHOP NUMBER FOR ARTISTS SUBMITTING WORKS FOR SALE

Artists will be given a separate 3-digit artist number for The Gallery Gift Shop. ***This number is not the same as the artist number for works submitted to the show.*** The Gallery Gift Shop numbers will be assigned after jurying for the show has been completed. [Gallery Gift Shop Artist Numbers here:](#)

ARTWORK ITEM INVENTORY NUMBERS

Each separate item submitted to the Gallery Gift Shop must show a unique artist inventory number. The inventory number consists of a letter prefix indicating the artwork category, the 3-digit artist number and the item number.

ARTWORK ITEM INVENTORY CATEGORIES

A – Art Cards

B – Books (ISBN - International Standard Book Number)

F – Framed Art

U – Unframed Originals, Prints, Giclees (Giclees are digital prints made on inkjet printers)

J – Jewellery

D – 3-D Art

PLEASE ENSURE THAT ALL SUBMITTED ARTWORK IS COMPLETELY DRY BEFORE PACKAGING!

ARTWORK ITEM NUMBERING

Artwork item numbering is consecutive regardless of category. Art cards are the only exception and are submitted in batches according to price. Each card in a batch is numbered with the same item number. A different item number is required for each batch of cards with a different price. Art cards are the only artwork items that may be submitted in batches. All other artwork items are submitted and numbered individually. This includes any items, other than art cards, that are identical.

Sample inventory number:

A299001

A is the artwork item category for art cards

299 is the artist's number for the Gallery Gift Shop

001 is the item number

ARTWORK ITEM STICKERS

Each artwork item must have two stickers; a white price sticker on the front and a yellow sticker on the back showing the price and the artist's inventory number. Using the sample above and assuming the cards are priced at \$4.00 each, the white sticker on the front would show \$4.00 and the yellow sticker on the back would show A299001 and \$4.00.

Whenever an item is purchased, Gift Shop Gallery staff at the cash desk remove the yellow sticker with the inventory number and price from the back of the item and affix it to the appropriate artist's inventory record sheet. This ensures that the artist will be paid for all items purchased and that any items not purchased will be returned to the artist after the show has ended.

ARTWORK SUBMISSION CRITERIA AND REQUIREMENTS

Art Cards - (Category A)

Up to **50** art cards may be submitted.

- Cards must include envelopes and be appropriately packaged in a clear protective sleeve. Resealable plastic bags or plastic wrap will ***not*** be accepted.
- The artist's name must be visible on either the front or the back of each card or protective sleeve.
- A white price sticker must be visible on the front of the art card's protective sleeve.
- A yellow sticker must be on the **back** of the art card's protective sleeve showing the artist's inventory number and card price.
- Art card prices are set by the artist.

Books - (Category B)

Up to **10** books may be submitted.

- A white price sticker must be visible on the front of each item.
- A yellow sticker must be on the back of each item showing the artist's inventory number and book price.

Framed Art - (Category F)

Up to **5** pieces may be submitted.

- Pieces must be no larger than 24" per side, including the frame.
- A white price sticker must be visible on the front of each item.
- A yellow sticker must be on the back of each item showing the artist's inventory number and price.
- All pieces, including gallery wrapped canvases and cradled wood panels, must be ready to hang with hardware and wire attached. All hangers must be strong enough to hold the weight of the item when hung.

Unframed Originals, Prints, Giclees - (Category U)

Up to **5** pieces may be submitted.

- Each piece must be mounted on appropriate backing such as foam core or cardboard.
- Each piece must be in a clear protective sleeve.
- Pieces must be no larger than 24" per side including backing and wrap.
- Giclee prints must be accompanied by a certificate of authenticity showing the number of prints in the edition. **Certificate of Authenticity**.
- Giclee prints of artwork accepted for the Sooke Fine Arts Show must be from a limited edition of no more than **25** prints and must be of a different size than the original.
- Giclee prints of other artwork **not** displayed in the Sooke Fine Arts Show must be from a limited edition of up to **50** prints.
- A white price sticker must be visible on the front of each item.
- A yellow sticker must be on the back of each item showing the artist's inventory number and price.

Jewellery - (Category J)

Up to **15** pieces may be submitted.

- Each jewellery item must be submitted with an accompanying box, container or bag. A white sticker or tag must be attached to each box, container or bag showing the artist's inventory number.
- Earrings must be mounted on a display card, business card, card stock tent or box. A white price sticker must be visible on the front and a yellow sticker on the back with the artist's inventory number and price. Card stock tents must be stiff enough to stand up without collapsing under the weight of the item.
- Necklaces, Bracelets, Brooches/Pins and Rings must be tagged with wrap around button or string tags. The tags must be large enough to attach the white sticker with the price on one side and the yellow sticker with the artist's inventory number and price on the opposite side.

3-D Art – Category D

Up to **15** pieces may be submitted.

- A white price sticker must be visible on the front of each item.
- A yellow sticker must be on the back of each item showing the artist's inventory number and price.
- Fibre Art, such as dolls, clothing, pillows, bookmarks, scarves, shawls, etc., must have a string tag attached with a small gold pin. The string tag must be large enough to attach the white sticker with the price on one side and the yellow sticker with the artist's inventory number and price on the opposite side.
- Fibre art should include information regarding fibre content and care instructions.

- Stoneware, ceramic, porcelain, wood, metal or any other materials used to make plates, mugs, bowls, cups, mugs, teapots, pitchers, pots or any similar objects must be labelled to indicate if the objects are food safe, dishwasher safe, microwave safe or oven safe up to a specific temperature. Unlabelled items will be considered decorative only.
- If stickers will not adhere to the art medium then string tags should be affixed with price on the front and a yellow sticker with inventory number and price on the back. It is the artist's responsibility to make sure that the stickers are reliably attached to all items.
- Boxes and/or packing material must be provided by the artist for fragile, breakable items that are sold.

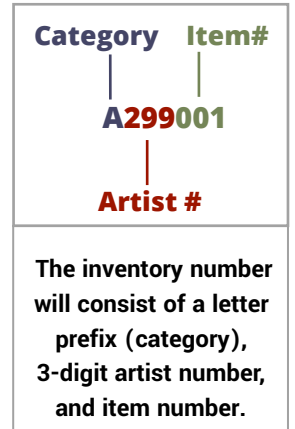
HOW TO PREPARE INVENTORY STICKERS

REMOVE ALL OTHER STICKERS FROM EACH ITEM.

PRINT AND NUMBER CLEARLY.

The following must be provided by the artist:

- White Stickers – appropriate size for each item.
- Avery #14205 Yellow Removable Stickers - 3/4" (NO SUBSTITUTIONS). Available in Sooke at Sooke Fax and Copy Service and at office supply stores including Staples. Stickers may be computer printed instead of hand-written. Instructions for printing are in the package of stickers.
- For Jewellery and 3-D items - String or wrap around button tags of sufficient size to allow for placement of 3/4" yellow sticker.



HOW TO COMPLETE THE INVENTORY SHEET

Please review the following, then complete and print the Inventory Sheet. Bring the Inventory Sheet plus 2 additional copies when dropping off artwork items for the Gallery Gift Shop.

Keeping in mind Artwork Item Category, assigned Gallery Gift Shop Artist Number, and consecutive numbering of items, fill in the Inventory Sheet as indicated in the following example.

EXAMPLE:

Artist #299 is submitting:
 25 Art Cards @ \$5.00 each
 25 Art Cards @ \$4.00 each
 3 Unframed Prints
 3 Framed Pictures
 2 Pieces of Jewellery
 2 Pieces of 3-D
 1 Book



Art Cards are Category A, the Artist's Gallery Gift Shop number is 299, and the first batch of cards is priced at \$5.00 each. Therefore, the inventory number is A299001. This will go on the first line of the inventory sheet. Each card in this batch will have the same inventory number of A299001.

The second batch of art cards is priced at \$4.00. Art Cards are Category A, the Artist's Gallery Gift Shop number is 299, but the second batch of cards is a different price from the first batch. Each card in this

batch will have the same inventory number of A299002. This will go on the second line of the inventory sheet.

The next item is an unframed print titled "Sailboat". Unframed prints are Category U, the Artist's number is 299 and this is the third item after one batch of art cards at one price and one batch of art cards at another price. Therefore, the inventory number will be U299003 and will go on the third line of the inventory sheet.

The next item is an unframed print titled "Whale". Category U, Artist's number 299 and the fourth item give this an inventory number of U299004 and will go on the next line of the inventory sheet.

The next item is an unframed print titled "Lighthouse". Category U, Artist's number 299 and the fifth item give this an inventory number of U299005 for the next line.

The next item is a framed picture titled "Sailboat at Wharf". Framed art is Category F, Artist's number 299 and the sixth item give this an inventory number of F299006 for the next line.

The next item is a framed picture titled "Pod of Whales". Category F, Artist's number 299 and the seventh item give this an inventory number of F299007.

The next item is a framed picture titled "Sunset at Lighthouse". Category F, Artist's number 299 and the eighth item give this an inventory number of F 299008.

The next item is a sterling silver bracelet. Jewellery is Category J, Artist's number 299 and the ninth item give this an inventory number of J299009.

The next item is sterling silver earrings. Jewellery is Category J, Artist's number 299 and the tenth item give this an inventory number of J299010.

The next item is a large blue bowl. A bowl is a 3D art piece so the Category is D. Category D, Artist's number 299 and the eleventh item give this an inventory number of D299011.

The next item is a large wooden bowl. 3D is Category D, Artist's number 299 and the twelfth item give this an inventory number of D299012.

The last item is a book titled "My Baby Ferret". A book is Category B, Artist's number 299 and the thirteenth item give this an inventory number of B299013.

Please print clearly in block letters on the inventory sheet and on the stickers. All stickers and inventory sheets must be accurately completed before artwork is accepted by the Gallery Gift Shop.

[CLICK HERE FOR A FILLABLE PDF OF THE INVENTORY SHEET](#)

Preparing stickers and inventory sheets is mandatory and must be completed prior to drop off. If you have any questions or concerns, please call the office at 250-642-7256.



SAMPLE INVENTORY SHEET Artist # 299

Artist Name FIRSTNAME LASTNAME Tel# (555) 555-5555 Date July 9 2016

Inventory #	Detailed Item Description	Price per item	Quantity /Sold	Final Qty (office)
A299001	ART CARDS (25)	\$ 5		
A299002	ART CARDS (25)	\$ 4		
U299003	SAILBOAT	\$ 50		
U299004	WHALE	\$ 75		
U299005	LIGHTHOUSE	\$ 25		
F299006	SAILBOAT AT WHARF	\$ 150		
F299007	POD OF WHALES	\$ 150		
F299008	SUNSET AT LIGHTHOUSE	\$ 150		
J299009	S/S BRACELET	\$ 125		
J299010	S/S DROP EARRINGS	\$ 75		
D299011	LARGE BLUE BOWL	\$ 100		
D299012	LARGE WOODEN BOWL	\$ 150		
B299013	MY BABY FERRET	\$ 15		
<p>If we request additional work (as your work sells out), start a new sheet with the category code and the next number in the sequence. In this example, if you requested to bring in additional art cards, the number on the new inventory sheet would be A299014, and continue from there.</p>				

CONGRATULATIONS ON HAVING YOUR ART ACCEPTED INTO THE SOOKE FINE ARTS SHOW OF 2017! THE GALLERY GIFT SHOP COMMITTEE AND VOLUNTEERS LOOK FORWARD TO OUR ASSOCIATION WITH YOU.