



# 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. Up to 40% of all art sales happen in the gift shop. This is an excellent opportunity for accepted artists to promote and sell smaller works.

## COMMISSION AND TAXES

Artists are charged a 30% commission on all Gallery Gift Shop sales. GST and PST will be added to the price of artwork and the Sooke Fine Arts Society will collect and remit the taxes. Written works that are published (with an International Standard Book Number ISBN) are PST exempt (see [Revenue Canada's Guide on exempt and taxable publications](#)).

## 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 Shop is extremely limited. ALL pieces submitted must be contained a cardboard box or boxes 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 will not be held responsible for the return of boxes or packing materials.

Art Cards must be contained within a cardboard shoebox clearly labelled (printed) with the artist's name and phone number on the outside of the shoe box. If the artist is submitting other art pieces, the labelled shoe box must fit into the cardboard box containing the other items. Shoe boxes must be of an appropriate size to contain up to 50 art cards. Generally a child's size shoe box is sufficient, whereas adult-sized shoe boxes are too large.

3D 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 has the right to refuse items that do not meet the specific criteria noted within these guidelines.

## DROP-OFF DATE AND LOCATION

Items for sale in the Gallery Gift Shop can be delivered at the same time as artwork that has been accepted into the Sooke Fine Arts Show, at [SEAPARC Leisure Complex](#) 2168 Phillips Rd, Sooke BC on **Saturday, July 14, between 9:30 am and 4:30 pm.**

Please ensure that all submitted artwork is completely dry before packaging.

Artists may be contacted by the Gallery Gift Shop to bring in more items if items submitted have sold out. *Please do not bring additional items unless contacted by the Gallery Gift Shop asking for more. Additional items will not be asked for or accepted after close of business August 2, 2018.*

## PRICING

All items are to be priced by the artist, and must not exceed \$150 per item (excluding taxes).

### **THE FOLLOWING INFORMATION AND INSTRUCTIONS ARE ESSENTIAL:**

**CORRECT INVENTORY STICKERS AND ACCURATE INVENTORY SHEETS ARE REQUIRED IN ORDER FOR ARTISTS TO BE PAID FOR ARTWORK SOLD IN THE GALLERY GIFT SHOP.**

**PLEASE READ THE FOLLOWING CAREFULLY!**

## GALLERY GIFT SHOP NUMBER FOR ARTISTS SUBMITTING WORKS FOR SALE

Artists will be given a special 3-digit artist number for the Gallery Gift Shop. ***This number is not the same as the artist number for works submitted to the main gallery at the show.*** Gallery Gift Shop numbers will be assigned after jurying for the show has been completed and will be posted on the SFAS website (by June 16).

## 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)

**D** — 3-D Art (pieces include fibre, ceramics, blank journals, calendars and bookmarks)

**F** — Framed Art

**J** — Jewellery

**U** — Unframed Originals, Prints and Giclées (Giclees are digital prints made on inkjet printers)

## ARTWORK ITEM NUMBERING

Artwork item digit 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 items are to be submitted and numbered individually, including 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

**White and yellow stickers are required. Each item needs 2 stickers - white for the front and yellow for the back (both stickers need to indicate price and artist inventory number). Per example above, with \$4.00 cards, both white front sticker and yellow back sticker should indicate 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 system ensures the artist's inventory is properly maintained and correct payment is made to artists for sold items.

## ARTWORK CATEGORIES & REQUIREMENTS

### Art Cards (Category A)

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

- Cards must include envelopes and be appropriately packaged in individual clear protective sleeves. Resealable plastic bags or plastic wrap are not acceptable.
- The artist's name must be visible on either the front or back of each card or protective sleeve.
- A white price sticker (front) and yellow sticker (back) must be placed on each card's protective sleeve showing the artist's inventory number and card price.

### Books (Category B)

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

- A white price sticker (front) and yellow sticker (back) must be placed on each book showing the artist's inventory number and book price.

### 3-D Art Including Fibre, Ceramic and Glass Art (Category D)

- \* Up to **5 large pieces** may be submitted.
  - A large piece measures between 18" and 24", not exceeding 24" in any direction, and weighs no more than 4.5 kgs (10 lbs)
  - A white price sticker (front) and yellow sticker (back) must be placed on each piece showing the artist's inventory number and item price.
- \* Up to **10 small pieces** may be submitted.
  - A small piece is less than 18" in any direction and weighs no more than 2.3 kgs (5 lbs)
  - A white price sticker (front) and yellow sticker (back) must be placed on each piece showing the artist's inventory number and price.

**\* A combination of 8 large and small pieces will be accepted provided the total weight does not exceed 23 kgs (50 lbs).**

#### **Fibre Art**

- 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 (front) and the yellow sticker (back) both showing the artist's inventory number and price.
- Fibre art should include information regarding fibre content and care instructions.
- Frames, stands or other apparatus required as part of the art piece(s) should be solid and secure enough to withstand handling and packing. Gallery Gift Shop staff cannot be expected to assemble and/or repair these items.

#### **Ceramics/Pottery**

- Stoneware, ceramic, porcelain, wood, metal or other materials used to make tableware (plates/mugs/bowls/cups, etc.) **need to indicate if the objects are safe for food, dishwasher, microwave and/or oven use up to a specific temperature.** Unlabelled items will be considered decorative only.
- If stickers will not adhere to the ceramic/pottery, then large enough string tags should be affixed with the white sticker (front) and the yellow sticker (back) both showing the artist's inventory number and price. Please make sure stickers are reliably attached so that your work doesn't go missing.
- Boxes and/or packing material must be provided by the artist for fragile items that are sold.

### **Framed Art (Category F) (Including gallery wrapped canvases and cradled wood panels)**

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

- Pieces must be no larger than 24" per side, including the frame.

- A white price sticker (front) and yellow sticker (back) must be placed on each piece 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 hanging materials must be strong enough to hold the weight of the item when hung.

### Jewellery (**Category J**)

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

- Each jewellery item must be submitted with an accompanying box, container or bag on which a white tag is attached showing the artist's inventory number.
- Earrings must be mounted on a display card, business card, card stock tent, or box. A white sticker (front) and a yellow sticker (back) is required both noting the artist's inventory number and price. *Card stock tents must be able to stand up without collapsing under the earrings' weight.*
- Necklaces, Bracelets, Brooches / Pins and Rings must be tagged with wrap-around button or string tags. The string tag must be large enough to attach the white sticker (front) and the yellow sticker (back) both showing the artist's inventory number and price.

### Unframed Originals, Giclées, Prints (**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.
- The artist's name must be visible on either the front or back of the item.
- A white price sticker (front) and yellow sticker (back) must be placed on each protective sleeve showing the artist's inventory number and item price.
- **Giclées / prints of artwork accepted into the main Sooke Fine Arts Show will not be accepted for sale in the Gallery Gift Shop.**
- Giclées / prints of artwork not appearing in the Show must be from a limited edition of no more than **50** prints and be clearly labelled with the number and run of each piece.
- Giclées / prints should be accompanied by a certificate of authenticity showing the number of prints in the edition. Certificate of authenticity must be placed on back of each print. **[Click here for a fillable PDF certificate template.](#)**

## GALLERY GIFT SHOP INVENTORY NUMBERS

The Gallery Gift Shop numbers will be assigned after jurying for the show has been completed (June 16+) and will be posted on the SFAS website <http://sookefinearts.com/information-for-artists/> .

## HOW TO PREPARE INVENTORY STICKERS

**Please print clearly in block letters on the inventory sheet and labels, and remove all old stickers.**

The following must be provided by participating Gift Shop artists:

- **White Stickers - appropriate size for items submitted.**
- **Yellow Avery Stickers - Item #14205 - 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.
- 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 completed 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, that Art Cards are batched according to price, and consecutive numbering of items; fill in the Inventory Sheet as indicated in the example on Page 8:

**THE EXAMPLE SHOWS,** Artist #299 is submitting:

- 25 art cards @ \$5 each
- 25 art cards @ \$4 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 3-D 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. 3-D 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.

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>				

**Please print clearly in block letters on the inventory sheet and stickers.**

**All stickers and inventory sheets must be accurately completed before artwork will be accepted by the Gallery Gift Shop.**

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

**Preparing stickers and inventory sheets is mandatory.** Thank you for your cooperation. If you have any questions please call 250-642-7256.

CONGRATULATIONS ON HAVING YOUR ART ACCEPTED INTO THE 2018 SOOKE FINE ARTS SHOW! THE GALLERY GIFT SHOP COMMITTEE AND VOLUNTEERS LOOK FORWARD TO OUR ASSOCIATION WITH YOU.