



GALLERY GIFT SHOP GUIDE

Artists whose work is accepted for the 2019 Sooke Fine Arts Show are invited to sell additional artwork in the Gallery Gift Shop. The Gallery Gift Shop was established to allow artists greater public exposure and increased sales of their work. The Sooke Fine Arts Show is attended by close to 9,000 people over an 11-day period and many are interested buyers looking for high quality artwork in both the main gallery and the Gift Shop. As the artwork in the Gift Shop is at a lower price point than the main gallery, (under \$150) almost all those attending the show will walk through the Gift Shop to see, and often to purchase, unique art! The wide range of reasonably priced artwork makes it possible for all art lovers to take home some wonderful art! In fact, 40% of the total art sales at the Sooke Fine Arts Show are from the Gallery Gift Shop!!

Please read the following information carefully to find out what you need to know and what you need to do to submit artwork to the Gallery Gift Shop.

PRICING, COMMISSION AND TAXES

- Artists determine prices for submitted artwork up to a maximum of \$150 per item.
- Commission of 30% is charged on all Gift Shop sales.
- PST and GST will be added to items at purchase and will be collected, and remitted by the Sooke Fine Arts Society.

SUBMISSION OF ARTWORK

- Any work submitted to the Gift Shop should be of the same high quality as pieces accepted into the main gallery.
- Any artwork submitted to the Gift Shop should be recently created.
- Items that were submitted to the Gift Shop prior to 2017 (and not sold) should not be submitted again.
- All items submitted must be in cardboard boxes or other rigid containers with the artist's name, Gallery Gift Shop artist number and phone number clearly printed on the outside.
- **At Art Intake the combined weight of all items in a box or container must not exceed 23 kgs (50 lbs).**

ART INTAKE DATE AND LOCATION

- **Saturday, July 13, 9:30 am - 4:30 pm at SEAPARC Leisure Complex, 2168 Phillips Road, Sooke, BC**

ARTWORK SUBMISSION LIMITS AND REQUIREMENTS

Art Cards - Up to **25** cards may be submitted.

- All cards, regardless of size or image, submitted by an artist must be the same price. Each artist sets the price for their own cards but with a minimum of \$5.00 per card. *The Gallery Gift Shop can no longer accept one batch of cards at one price and another batch of cards at a different price from the same artist.*
- If an artist's cards sell out the Gift Shop will ask for more to be submitted. Additional cards brought in at the request of the Gallery Gift Shop will continue with the same price and the same inventory number as indicated on the first original Inventory Sheet.
- Each card must include an envelope and be packaged in a clear, protective sleeve with the artist's name visible on the front.

Books - Up to **5** books may be submitted.

- If books are individually wrapped and sealed, one sample should be provided, or one book unwrapped for viewing.
- Books (with an ISBN number) are the only items that are PST exempt.
- Journals and calendars are not considered "Books" and are subject to PST.

Fibre Art - Up to **10** items may be submitted.

- Includes dolls, quilts, pillows, bags/purses, bookmarks, etc.
- Information should be included regarding fibre content and care instructions.
- Information may also be included regarding special features such as the use of the artist's own handprinted or embroidered fabric to make items.

Wearable Art - Up to **10** items may be submitted.

- Includes scarves, shawls, hats, sweaters, jackets, etc.
- Information should be included regarding fibre content and care instructions.
- Information may be included regarding special features such as the use of the artist's own handprinted or embroidered fabric to make certain items.

3D Art - Up to **10** 3D pieces may be submitted restricted by size and weight.

- Includes stoneware, ceramics, porcelain, wood, metal, glass and other materials used to produce three-dimensional artwork.
- Items must measure less than 24" in any direction and weigh less than 4.5 kgs (10 lbs). *Large heavy items are very difficult for the Gift Shop to store and to display. Smaller items are strongly recommended.*
- Functional items that can be used as tableware should indicate if the items are safe for food, dishwasher, microwave and/or oven use up to a specific temperature. Unlabelled items will be sold as "decorative only."

Fine Jewellery - Up to **10** items may be submitted.

- Includes artwork made with precious metals and/or gemstones.
- Each item must be submitted with an accompanying box or container on which the artist's name and item inventory number are clearly printed.

Costume Jewellery - Up to **10** items may be submitted.

- Includes artwork using materials other than precious metals and/or gemstones. May include items made of materials such as leather, wood, twine, cord, fabric, glass, papier mache, etc.

Graphic Art, Framed - Up to **2** items may be submitted.

- Includes paintings, photography, drawings, lithography, etc.
- Includes gallery wrapped canvases and cradled wood panels.
- Items must be no larger than 24" per side, including the frame.
- Each item must be appropriately finished, cured and ready to hang with hardware and wire attached. All hanging materials must be strong enough to hold the weight of the item. Sawtooth hangers and v-clips are not acceptable.

Graphic Art, Unframed - Up to **2** items may be submitted

- Includes originals, prints, posters and giclées.
- Prints of artwork accepted in the Main Gallery must be from a limited edition run of 25 and a different size from the original.
- Prints of artwork different from work displayed in the Main Gallery should be from a limited edition of no more than 50.
- The number and run of each print should be clearly displayed.
- Non-rigid items must be mounted on a rigid backing such as foam core or heavy cardboard and be in a clear protective sleeve.
- Items must be no larger than 24" per side including backing.
- Artists may choose to place a Certificate of Authenticity on the back of each print.
- **[Click here for a fillable PDF certificate template.](#)**

****Note****

- *If all of an artist's submissions in any category have sold, the Gallery Gift Shop manager may call to ask for more. Additional items will be accepted only if requested by the Gift Shop.*
- *Frames, stands or any other apparatus required to display artwork must be included in the price and will be given to the purchaser when sold. Such apparatus will not be kept by the Gallery Gift Shop or returned to the artist after artwork has sold.*

HOW TO SUBMIT ARTWORK TO THE GALLERY GIFT SHOP

Please read the following information carefully to prepare stickers and inventory sheets!

GALLERY GIFT SHOP **ARTIST** NUMBER

Artists are given a unique 3-digit artist number specifically for the Gallery Gift Shop. ***This is not the same as the artist number for the Main Gallery.*** Gallery Gift Shop numbers will be assigned and posted on the Sooke Fine Arts website shortly after online notification of acceptance into the 2019 Show.

GALLERY GIFT SHOP **INVENTORY** NUMBERS

The inventory number consists of the artist's unique 3-digit Gallery Gift Shop number and a 3-digit item number.

Example: The artist number is 299 and the first item is 001. Therefore, the inventory number for the first item is 299001. The second item would then have an inventory number of 299002.

ART CARD BATCH AND ARTWORK ITEM NUMBERING

Art cards are the only items that can be submitted in a batch and each card in the batch will have the same inventory number.

Example: The artist number is 299 and a batch of 25 art cards is being submitted. Therefore, the inventory number for the art cards is 299001 and each of the 25 cards will have the same number 299001.

All other items to be submitted are numbered individually and sequentially, including any items such as prints that are identical.

ARTWORK ITEM STICKERS

The Gallery Gift Shop has developed an inventory tracking system using stickers completed by the artist and attached by the artist to each item submitted for sale. This system ensures that each artist's inventory is properly maintained and that the artist receives correct payment for items sold.

Both white and yellow stickers are required.



- White stickers large enough to include both the artist's inventory number and item price are placed on the front of each item and remain on the item.

- Specific Yellow stickers Avery #14205, 3/4" must be used and **placed on the back of each item**. This sticker adheres to the items but is still removable when an item is purchased. Both the artist's inventory number and the price must be printed on the yellow sticker. **Please do not use any other kind of yellow sticker!**
- Yellow Avery stickers #14205 are available at office supplies stores such as Staples.
- Stickers must be legibly hand-written or computer printed.
- For jewellery, fibre arts, and wearable art, as well as some 3D items, use string tags or wrap-around buttons with the white sticker placed on one side and the yellow sticker placed on the other side.

HOW TO COMPLETE THE INVENTORY SHEET

- **Bring your completed Inventory Sheet plus 2 copies to Art Intake.** If submissions are brought by courier, or someone other than the artist, be sure that all sheets are complete and accurate! [Click here for a fillable PDF of the Inventory Sheet](#)
- Inventory numbers in the first column will have only **6 digits**.
- There is a column headed "Category Code" on the Inventory Sheet to record the codes for categories of art submissions. Refer to the following key for these codes.

Category Codes Key

A - Art Cards
 GU - Graphic Arts Unframed
 GF - Graphic Arts Framed
 JF - Fine Jewellery
 JC - Costume Jewellery
 D - 3 D
 F - Fibre Arts
 WA - Wearable Art
 B - Books

Sample Artist's Submission: Artist #299 is submitting:

25 Art Cards
 2 Unframed Prints
 1 Framed Painting
 2 items of Fine Jewellery
 2 items of Costume Jewellery
 3 items of 3D
 1 item of Fibre Art
 1 item of Wearable Art
 1 Book

Name Doe, Jane Phone (250) 555-5555 Date July 13, 2019

Inventory #	Item Description	Category Code	Price	Sold (Office)	Unsold (Office)
299001	Art Cards (25)	A	\$7		
299002	Print "Sailboat"	GU	\$50		
299003	Print "Whale"	GU	\$75		
299004	Painting "Sailboat at Wharf"	GF	\$150		
299005	Sterling silver bracelet	JF	\$125		
299006	S/S and jade bracelet	JF	\$135		
299007	Leather cuff	JC	\$30		
299008	Carved wooden pendant on cord	JC	\$40		
299009	Blue glass bowl	D	\$95		
299010	Wooden box with tile lid	D	\$40		
299011	Metal jellyfish	D	\$75		
299012	Hand-dyed embroidered tote bag	F	\$85		
299013	Felted shawl	WA	\$125		
299014	Book "My Baby Ferret"	B	\$15		

- If contacted (authorized) to submit additional work during the show, please fill in a new inventory sheet beginning with the next number in the sequence.
- **Attaching stickers to all submitted items and completing inventory sheets is mandatory!** If you have questions please call 250-642-7256.

Thank you for your cooperation and congratulations on having your artwork accepted for the Sooke Fine Arts Show!