



SFAS 2020

GALLERY GIFT SHOP

GUIDELINES

Artists whose work is accepted for the 2020 Sooke Fine Arts Show are invited to sell additional artwork in the Gallery Gift Shop.

ART & GIFT SHOP DROP-OFF DATE AND LOCATION

Saturday, July 11, 2020: 9:30 am – 4:30 pm

SEAPARC Leisure Complex - 2168 Phillips Road, Sooke, BC

SUBMISSION GUIDELINES

- The artist determines the prices for submitted work, up to a maximum of \$150 per item.
- A commission of 30% is charged on all Gift Shop sales.
- PST and GST will be added to items at purchase.
- Submissions should be of the same quality and finishing standard as gallery pieces.
- Submissions should be recently created (within the past two years).

INSTRUCTIONS FOR SUBMITTING ITEMS TO THE GALLERY GIFT SHOP

1. **INVENTORY SHEETS** - *Filling out Inventory sheets is mandatory.* Complete and bring 3 copies to Art Drop-Off. If your submissions are sent by courier or an agent, be sure all sheets are complete and accurate. (*See sample Inventory Sheet and instructions at the end of this Guide.*) [Click here to download fillable PDF inventory sheet.](#)
2. **GIFT SHOP NUMBER** - Get your **3-digit Gift Shop number** from the [SFAS website](#) following your notification of acceptance into the show.
3. **INVENTORY NUMBER** - Give each of your Gift Shop items a **6-digit Inventory Number**. This number consists of your **3-digit Gift Shop Number** followed by a **3-digit Item Number**. Your Item Numbers are to be in sequential order beginning with 001.

Example: If an artist's Gift Shop Number is 299, and Item Numbers are 001, 002, 003, etc, then the Inventory Numbers would be: 299001, 299002, 299003, etc.

4. **STICKERS** - Purchase white price stickers (any brand) **and** yellow stickers: **Avery #14205 or #2346, 3/4" ONLY. Do not substitute any other brand of yellow stickers.** Legibly print the inventory item number and the price on both stickers. Place the white sticker on the front and the yellow sticker on the back of each item you submit.



PLEASE NOTE:

- Yellow Avery stickers are available at office supply stores such as Staples.
Note: [Sooke Fax & Copy](#) here in Sooke also sells them by the sheet.
- You can use string tags for jewellery, fibre arts and wearable art with the white and yellow stickers affixed back-to-back on the string tag.
- Bring your Gift Shop items in boxes or rigid containers with your name and Gift Shop number clearly visible on two sides. **Do not overload boxes.** The combined weight of boxed items in a container must not exceed 23 kg. (50 lb.)



ARTWORK SUBMISSION LIMITS AND REQUIREMENTS

Art Cards - Up to **25** cards

- All cards must be the **same** price.
- All cards must be a **minimum** of \$5.00 per card.
- If cards sell out, the Gift Shop will request more.
- Include an envelope and package cards in a clear, protective sleeve.
- Sets of cards will not be accepted.

Books - Up to **5** books

- If your books are individually wrapped and sealed, provide a sample (or one copy should be unwrapped for viewing).
- Books with an ISBN number are PST exempt.
- Journals and calendars are not PST exempt.

Fibre Art - Up to **10** items

- Dolls, quilts, pillows, bags/purses, bookmarks, etc.
- Attach fibre content and care instructions.
- Attach information regarding special features (such as use of your own handprinted or embroidered fabric, etc.)

Wearable Art - Up to **10** items

- Scarves, shawls, hats, sweaters, jackets, etc.
- Attach fibre content and care instructions.
- Attach information regarding special features (such as use of your own handprinted or embroidered fabric, etc.)

3D Art - Up to **10** pieces

- Stoneware, ceramics, porcelain, wood, metal, glass, etc.
- Items must measure less than **24"** in any direction and **weigh less than 4.5 kgs (10 lbs).**
Small items are strongly recommended.
- For functional items, such as tableware, indicate item suitability (e.g., food safe, microwave safe, oven safe, etc.). Unlabelled items will be sold as "decorative only".

Fine Jewellery - Up to **10** items

- Artwork made with precious metals and/or gemstones.
- Each item must have a string or button tag attached with price on one side and yellow sticker showing inventory number and price on the other side.
- Each item must be submitted with an accompanying box/container with your ***name*** and ***item inventory number*** on the box.

Other Jewellery - Up to **10** items

- Artwork using materials other than precious metals and/or gemstones; materials such as leather, wood, twine, cord, fabric, glass, papier mache, etc.
- Stickers may be affixed directly onto larger items. String or button tags should be used on smaller items, with price on one side and yellow sticker with inventory number and price on the other side.

Hangable Art - Up to **2** items

- Framed paintings and prints, photography, drawings, lithography, gallery wrapped canvases (including giclées) and cradled wood panels.
- Includes fibre art, ceramics, glass, etc. that are ready to hang.
- Items must be ***no larger than 24" per side***, including a frame.
- Each item must be appropriately finished, cured, and ready to hang with hardware and wire securely attached.
- Raised sawtooth hangers are acceptable. V-clips are ***not*** acceptable.
- All hanging materials must be strong enough to hold the weight of the item.

Unframed Prints, Posters and Paintings - Up to **2** items

- Non-rigid items ***must be mounted on a rigid backing*** (e.g., foam core or heavy cardboard) and must be in a clear, protective sleeve.
- Items must be ***no larger than 24" per side*** (including backing).

PLEASE NOTE:

- Prints of any Juried Gallery Artwork must be from a limited edition run of 25 and a different size from the original work.
- Prints of other artwork (not exhibited in the Gallery) should be from a limited edition run of no more than 50.
- Clearly display the number and run for each print.
- You may choose to place a Certificate of Authenticity on the back of each print.
[Click here for a sample certificate.](#)
- If all submissions in a category have sold, the Gift Shop manager may request more.
Additional items will be accepted only if requested.
- Frames, stands or any other apparatus required to display any artwork (including jewellery) must be included in the price and will be provided to the purchaser at time of purchase. Such apparatus will not be kept by the Gift Shop or returned to the artist after artwork has sold.



APPENDIX: SAMPLE INVENTORY SHEET

Note: Artist Gift Shop Numbers will be posted on the [SFAS website](#) following acceptance.

Artist Gift Shop # 299

Name Pablo Picasso Phone (250) 555-5555 Date July 10, 2020

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

PLEASE NOTE:

- Filling out Inventory Sheets is **mandatory**.
- Bring **3 copies** of completed Inventory Sheet to Art Drop-Off.

Please call the SFAS Office (250-642-7256) if you have any questions.