

# 2023 GALLERY GIFT SHOP GUIDELINES



## ABOUT THE GALLERY GIFT SHOP

Artists whose work is accepted for the 2023 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 10-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 \$250) almost all those attending the show will walk through the Gift Shop to see, and often to purchase, unique art. In fact, a large portion of the total artists' sales at the Sooke Fine Arts Show are from the Gallery Gift Shop.

## 2023 CHANGES

- The maximum price in the gift shop has been raised from \$150 to \$250 per item.
- Information about gift shop items will be gathered through an online inventory form, in a similar style as the Exhibiting Artist Registration Form.
- Only white stickers are required. Yellow stickers are no longer required.
- Art drop-off has been increased from one day to two; see below for dates & times.

## ABOUT THE 2023 SHOW

The accepted artworks will be exhibited live at the SEAPARC Leisure Centre in Sooke and simultaneously displayed in a simple online gallery, accessible via the SFAS website. Gift shop items will not be viewable online.

## GENERAL GUIDELINES

- You, the artist, determine prices for submitted artwork up to a maximum of \$250 per item.
- A 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.
- Submissions should be of the same quality and finishing standard as gallery pieces.
- ***Please Note: Submissions should have been created after 2018.***

## IMPORTANT DATES

### Delivery of Gift Shop Items

**Art Drop-Off:** (In Person) **July 14, 4:00pm - 8:00pm**

**July 15, 9:30am - 4:30pm**

SEAPARC Leisure Complex  
2168 Phillips Rd, Sooke

By valid *Courier* only **July 14, 9:30am - 4:30pm**

### After the Show

**Pickup of unsold items** **Tuesday, August 8, 2-8 pm**  
Gift Shop Week of August 28 (cheques mailed)

## INSTRUCTIONS FOR SUBMITTING ITEMS TO THE GALLERY GIFT SHOP

1. **ONLINE INVENTORY FORM** - *Completing the Inventory Form is Mandatory for any artist submitting items to the gift shop* — A link to the online inventory form will be sent to all exhibiting artists upon notification of acceptance into the show. Artists are asked to complete and bring **2 COPIES** to Art Drop-Off. If 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.*
2. **GIFT SHOP NUMBER** - Get your 3-digit Gift Shop number from the online inventory form mentioned above following your notification of acceptance into the show.
3. **INVENTORY ITEM NUMBERS** - You will give each of your Gift Shop items a 6-digit inventory number. This number consists of your 3-digit Gift Shop Number followed by your 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 Item Numbers will be 299001, 299002, 299003, etc.
4. **STICKERS** - You can purchase any brand of white price stickers. The inventory item number and price must be printed legibly. The sticker should be placed on the front of each item you submit. All art card stickers should be placed in the top, right corner of the plastic sleeve.

299001  
\$7

### **\*\* PLEASE NOTE:**

- You can use string tags for jewellery, fibre arts and wearable art with the white stickers affixed to 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.)

## SPECIFIC ARTWORK SUBMISSION LIMITS AND REQUIREMENTS

### Art Cards - Up to **25 cards**

- All cards from an artist 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 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 items**, restricted by size and weight

- Stoneware, ceramics, porcelain, wood, metal, glass, etc.
- Items must measure less than 24" (61cm) in any direction and weigh less than 4.5 kgs (10 lbs).  
**Smaller 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 a 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.

### **Hangable Art** - Up to **2 items**

- Framed paintings and prints, photography, drawings, lithography, gallery wrapped canvases (including giclees) and cradled wood panels.
- Includes fibre art, ceramics, glass, etc. that are ready to hang.
- Items must be **no larger than 24" (61cm) 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" (61cm) 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 fillable PDF sample of a Certificate of Authenticity](#)).
- If all submissions in a category have sold, the Gift Shop manager may request more. Complete an additional inventory sheet and continue numbering items sequentially.
- 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.
- You may be contacted by a member of the gift shop team during the show to provide additional items. If so, you may be asked to fill in another online form.
- All items sold in the Gift Shop are final sale.



# 2023 SFAS Gift Shop Inventory Summary

## Jane Doe

**Name** Jane Doe  
**Email** janedoe@myemail.com  
**City** Sooke  
**Phone Number** (250) 555-5555  
**If any of my items sell out:** Please call me to bring in more  
**My Artist Gift Shop # is:** 299

	Inventory #	Category	Short Description	Quantity	Price \$
1	299001	Books	Title: "My Baby Ferret"	4	CA\$40
2	299002	Wearable Art	Felted blue shawl	1	CA\$125
3	299003	Wearable Art	Felted green shawl	1	CA\$135
4	299004	Wearable Art	Felted red shawl	1	CA\$145
5	299005	Fine Jewellery	Sterling silver bracelet	3	CA\$65
6	299006	Fine Jewellery	Sterling silver necklace	3	CA\$40
7	299007	Art Cards	Art cards - various	25	CA\$7
8					
9					
10					
11					
12					
13					
14					

**Print this summary and bring in TWO COPIES to Gift Shop Intake** on July 14/15, 2023.  
 Label all your items according to the 2023 Gift Shop Guidelines.

- Gift Shop Questions: Bev Lewis: [bevwewis71@gmail.com](mailto:bevwewis71@gmail.com) / 778-352-1001
- Technical Questions: Jen Hayward: [sfas@sookefinearts.com](mailto:sfas@sookefinearts.com) / 250-642-7256