

2024 GALLERY GIFT SHOP GUIDELINES



ABOUT THE GALLERY GIFT SHOP

Artists whose work is accepted for the 2024 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. 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.

ABOUT THE 2024 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.

2023 CHANGES HELD

As with the 2023 show:

- The maximum price in the gift shop will be \$250 per item.
- Information about gift shop inventory will be gathered through an online inventory form.
- Art drop-off will be over a two-day period; see below for dates & times.

2024 CHANGES

- Only small white stickers are required, placed in the top, right corner.
- There will be improvements to the Gift shop displays in order to increase sales potential.

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 us.
- Submissions should be of the SAME QUALITY and FINISHING STANDARD as gallery pieces.
- ***Please Note: Submissions should have been created after 2020.***

IMPORTANT DATES

Delivery of Gift Shop Items

Art Drop-Off: (In Person) **July 12, 4:00pm - 8:00pm**

July 13, 9:30am - 4:30pm

SEAPARC Leisure Complex
2168 Phillips Rd, Sooke

By valid *Courier* only July 12, 9:30am - 4:30pm

After the Show

Pickup of unsold items **Tuesday, August 6, 4-8 pm**

Gift Shop Week of August 26 (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** - Please purchase AVERY white price stickers. The inventory item number and price must be printed legibly. The sticker **MUST** be placed on the **FRONT, TOP, RIGHT-HAND SIDE** of each item you submit. All art card stickers should be placed in the top, right corner of the plastic sleeve. This will help us maintain a consistent, professional look in the gift shop.

**** 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 **40 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. Use D-ring hangers (per the Exhibition Guidelines).
- 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. Use D-ring hangers only.
- 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 matted, and placed 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 artwork not exhibited in the gallery should be from a 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.



2024 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 12/13, 2024.
 Label all your items according to the 2024 Gift Shop Guidelines.

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

