

The Arts Center @ 319

Gift Shop Information and Guidelines

Artists wishing to sell items in the gift shop of The Arts Center @319 must submit no more than three (3) items to our jury for consideration on or before the *first Monday of each month for 2-D and second Monday for 3-D*. Artists will be notified of the jury's decision as soon as feasible. Artists working in more than one uncombined medium, i.e. painting, pottery, jewelry, etc., should submit each medium separately.

Those artists whose artwork has been selected for the gift shop will be required to maintain current membership in the Isle of Wight Arts League, a current Gift Shop Agreement and cooperate with the Arts Center's inventory procedures. The Isle of Wight Arts League retains a 30% commission on all sales. The artist must submit a recent biography with a brief description of his/her medium, working practices and other pertinent information to assist the Center in representing the artist's work.

The items submitted will be judged upon the following criteria:

1. **Presentation** – Professional looking and appropriate framing, matting or display should be evident in all pictures, prints and other wall art. Frames that are bent, scratched, scarred or obviously in poor repair may cause an item to be rejected in spite of the merits of the artwork. Mats that are discolored, marked or bent are not acceptable. All prints should be encased in professional plastic and backed by suitable matting or board. Jewelry should have appropriate support for display.
2. **Suitability** - All art in a variety of media and styles should “visually delight” the visitor. Original art is emphasized; archival prints rather than “reproductions” will be accepted. Small items that focus on local themes in Smithfield and Isle of Wight County do well with our out-of-town visitors.
3. **Marketability** – Factors such as the number of like items already in the shop, the medium used in the art and appropriate pricing also determine whether an item is accepted. The availability of appropriate display space is also considered. Overly crafty items or country store items may be charming, but are better marketed in other venues in Smithfield.

Artists are required to rotate gift shop items periodically to keep our center fresh and exciting. New items will be reviewed by the jury. Please keep in mind that if the Gift shop jury does not find your work appropriate for sale at any given time, it may be due to space constraints or other factors, and not a decision made upon the value of the work.

The Arts Center @ 319 is open to all artists regardless of race, color, creed or national origin and in all visual arts and design crafts whose original works meet the standards of quality set by the Isle of Wight Arts League.

The Arts Center @ 319
319 Main Street, Smithfield, Va. 23430
757-357-7707 www.smithfieldarts.org
Gallery Gift Shop Agreement

Artist's Name: _____
Address: _____
Phone (day) _____ **(evening)** _____
Email address: _____

1. Term of agreement: This agreement is effective on the date noted below and is in effect until terminated by mutual agreement. The artist must hold an active membership with the Isle of Wight Arts League for the duration of this agreement.

2. Setup and Display: All art work must be appropriately prepared for display and packaged for sale (see Gift Shop Guidelines). The art listed in inventory shall be displayed in available space in the gift shop, and in some instances, in the gallery of The Arts Center @ 319. The display of consigned work is at the sole discretion of the Arts Center.

Artists are required to rotate their inventory on a three-month basis unless noted otherwise by the Center Director. Artwork left by the artist after a period of one year, after due diligence on the part of the Arts Center to contact the artist, shall become the sole property of the Isle of Wight Arts League and disposed of by the Arts League at its sole benefit and discretion.

3. Sales and Responsibilities: The Isle of Wight Arts League acting through The Arts Center @ 319 shall cooperate in sales of artwork to include accepting payment, providing receipts to customers and keeping records of all sales. The Isle of Wight Arts League shall retain 30 percent of gross sales as a display fee. The Smithfield Cultural Arts Center and The Isle of Wight Arts League shall provide a full accounting of all sales on a monthly basis. Reports to artists for items sold in the gift shop are not generated until the end of the month in which the item was sold. Checks for payment to artists are mailed on or about the 15th day of the month following the sale.

The Artist warrants that all objects of art on display are solely the Artist's original works. The Artist shall clearly mark all art objects for identification. The artist's signature on the Arts Center inventory sheets (Artist's Report of Gift Shop Items), or an acceptable substitute inventory report, constitutes authorization of sale prices.

4. Protection of Objects: During the period of display, The Arts Center @ 319 and the staff and volunteers of The Isle of Wight Arts League shall use reasonable means to protect the art objects from damage and theft; however, The Isle of Wight Arts League is not responsible for damage or theft of any object, and it is the Artist's responsibility to insure his/her work for such hazards.

5. Agent of The Isle of Wight Arts League: The Director, staff and volunteers of the Arts Center are authorized to act on behalf of The Isle of Wight Arts League in the performance of this contract. The Arts League reserves the right to terminate this agreement with 30 days notice.

Artist _____ Date _____

Arts Center Director _____ Date _____

The Arts Center @ 319 is open to all artists regardless of race, color, creed, or national origin in all visual art and design crafts whose original works meet its standards of quality.

Gift Shop Consignment Inventory Control Sheet

Incoming:

- Drop-off is no later than Noon on the first Monday of the month for 2D work, second Monday for 3D and jewelry. Confirm with the arts center if work will be accepted on the prior Saturday (9 to 5) or Sunday (12 to 4). Prior notification of 72 hours is required for drop-off on any other days.
- Inventory Control Sheet must be submitted with the art work. Retail price must be recorded. Artist's own inventory sheet ok; box is checked and artist's sheet is stapled to this Control Sheet.
- Docent checks items against inventory, signs and dates Control Sheet, gives a copy to artist. To-be-juried items are placed in the classroom with the Inventory Control Sheet.

Jury:

- Items selected are entered into Gift Shop Inventory database, tagged and displayed. If all submitted items are juried in, the Control Sheet is filed.
- Items not selected are checked off on the Control Sheet. Items are then placed in the storeroom rack and Control Sheet is placed on the rack's clipboard.
- Artist is notified within one week of jury's decision. Artist is requested to pick up non-juried pieces no later than next first Monday.

Outgoing:

- Pieces not juried in: Control Sheet is retrieved from clipboard and the pieces are retrieved from rack. Artist signs and docent dates and signs the Control Sheet. Control Sheet is returned to clipboard.
 - Pieces rotating out (normal 90 day period or at artist's request):
 - If a Gift Shop Inventory database report is available, each retrieved piece is annotated with "RBA" (Removed by Artist) in the "Removed" column. Artist signs and docent dates and signs the Inventory report. Inventory report is placed on clipboard.
 - If a Gift Shop Inventory database report is not available, this Inventory Control Sheet is used. "Outgoing" box is checked and pieces (inventory number and brief description) are listed. Artist signs and docent dates and signs the Control Sheet. Control Sheet is placed on the clipboard.
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