



Gallery Artist Agency Policy

Purpose

Waitakere Arts and Cultural Development Trust – Trading as Corban Estate Arts Centre (CEAC) Gallery Shop functions as a space to showcase and support artists and suppliers in the sale of artworks and relevant stock. The Gallery Shop provides an experience for CEAC visitors where they can engage in the purchase of affordable artworks or gifts. Its existence enhances Corban Estate Arts Centre as a destination for visitors.

The shop specialises in original artwork, jewellery, and gift or craft items created by local and regional artists and craftspeople. The Gallery shop accepts works of art, crafts, and culture-related items from regional artists, craftspeople, and authors under these conditions:

- By selling artworks on their behalf, CEAC is acting as an **agent** for artists.
- Ownership of, and responsibility for, artworks remains with the artist.
- Items are accepted only on a sale or return (commission) basis. Of the sale price 66.7% goes to the artist, and 33.3% commission to the Gallery.
- The CEAC Director, Administration and Retail Specialist and Curator/ Exhibition Manager reserve the right to decline artworks offered for sale, or to return unsold artworks to an artist.
- Artwork may be donated outright to the Gallery Shop. In this case, CEAC will keep 100% of the sale price as commission. Acceptance of a donation is at the discretion of the CEAC Director, Administration and Retail Specialist and Curator/ Exhibition Manager.

The Gallery Shop also sells items created by or for the CEAC Galleries such as exhibition catalogues, CEAC posters, totes, cups and cushions.

CEAC staff may apply to sell work through the Gallery Shop, subject to the same procedures and policies as any prospective or current Gallery Shop artist.

Typically, the Gallery Shop displays local/regional work. It offers a range of high-quality yet affordable artworks and stock that caters for different interests and tastes. It also:

- Supports the Gallery Exhibitions by highlighting exhibiting artist's work or catalogues for a short or long term, available for sale
- Promotes Waitakere based local artists and their work.
- Offers a range of artwork and stock that is current and contemporary
- Has a focus on art and craft that is handmade and reflects quality and originality
- Promotes artists who are connected to CEAC; studio artists, tenants, tutors
- Generates a reputation in Waitakere as a chosen space for unique, quality artworks and craft
- Enhances CEAC and Galleries as a destination

This list describes the types of items accepted into the Gallery Shop.



- Original art
- Reproduced art (cards, prints, mugs, coasters, etc.)
- Jewellery (handmade: beaded, clay, enamel, braided, metal, fabric etc.)
- Books (by local authors, local illustrators or about local topics)
- Craft objects (bowls, baskets, vases, mugs, ceramics, turned wood, etc.)
- One-of-a-kind gifts

Items not on the list may still be considered, but must be approved by the Director, Administration and Retail Specialist and Curator/ Exhibition Manager

General Gallery Artist Agency Guidelines

Consignment periods are automatically set to 6/7 months with a spring and winter call out for stock. After 6 months, the Retail Specialist will evaluate the items, and either extend the consignment period or request the seller to withdraw and/or exchange items.

Alternate consignment periods may also be set with a written agreement between the Retail Specialist and the sellers. Sellers are encouraged to refresh inventory periodically by making an appointment with the Gallery Shop Retail Specialist.

Consignment Scoring Criteria

1. Item Quality
2. Uniqueness
3. Display Quality
4. Price Suitability
5. Display Availability
6. Sale History (if applicable)

Potential suppliers should submit a supplier application to the Administration and Retail Specialist to be considered for the Gallery Shop. Potential suppliers must also submit the following with their application:

1. 5-10 high-quality images of the items or types of items to be exhibited in the Shop
2. Brief biography and/or artist statement
3. Resume, including current regional retail store where the goods might also appear or are being sold

Three possible outcomes to an application:

1. Acceptance of seller and proposed items to the Gallery Shop
2. Conditional Acceptance (Wait List)
3. Non-acceptance; may reapply after six months with new works

Commission and Payments

The Gallery shop must have a signed seller's agreement and current, completed new supplier form on file prior to having merchandise displayed and sold in the Gallery shop. The Administration and Retail Specialist will be in contact



in regard to the new supplier process. All work is accepted on sale or return and must be for sale with prices set by the artist. Corban Estate Arts Centre will retain a 33.3% commission and all prices should include that commission.

Artists/crafters will be paid for work sold during the month after the sale is completed.

Delivery and Condition of Work

All sellers must deliver items to and pick up items from the Corban Estate Arts Centre Homestead and arrange a time for delivery and pick up in advance with the Administration and Retail Specialist. All items must be in good condition for display with appropriate attachments to allow for display. Please use the following guidelines for special items:

- Wall art must have a wire on the back to allow hanging from wall
- Jewellery – The Gallery shop may feature jewellery in alternate displays, but all jewellery must arrive in the following packing: mounted on a cardstock jewellery holder or similar display. No plastic or cloth bags. Hanging displays/stands (necklaces, bracelets, earring trees) must be pre-approved by the Retail Specialist
- Prints and notecards must be wrapped in plastic sleeves that are clear, clean, and of dimensions that are appropriate to the object size (re-sealable packaging preferred). Notecard box sets are also permitted but must show contents on the outside of the box through a tag or label with thumbnail images and/or text (multiples of cards, variety of cards, etc.).

Additional Items for Delivery

Required: Gallery Shop Intake Form - Must be completely filled out by seller listing all goods being delivered with the price that includes the Gallery's 33.3% commission, signed by both seller and a Gallery Shop representative.

Withdrawal or return of art/crafts

The sales and inventory of each seller will be evaluated at month 6/7 by the Administration and Retail Specialist. At his/her discretion will decide one of the following courses. Each seller will then either

1. Renew their consignment period with the Administration and Retail Specialist
2. Replace the items with new items or enter a new consignment period with the shop, or
3. Be asked to withdraw items from the Gallery shop (in relation to point (3) sellers may reapply for the Gallery's Shop after 6 months)

To continuously refresh and update Gallery shop inventory, top-selling artists may be asked to rotate items before the end of their consignment period. Sellers are not required to rotate items and may only do so with approval from the Administration and Retail Specialist. Items cannot be collected without prior arrangement with the Administration and Retail Specialist or representative. At pick up, all sellers must sign a Goods Returns Form.

The Gallery Shop representative will give reasonable notice in writing to the sellers' email/business address provided with the Consignment Agreement if it desires to have an object taken back by the Consignor for any reason. If the Seller does not withdraw such property within ninety (90) days from the date of such notice, the Gallery shop shall have absolute right to dispose of such property in any manner it may elect.



Display of Work

Gallery staff make all decisions regarding placement of objects in the Gallery Shop. Staff members may move or remove work at any time and do not guarantee to display all sellers works submitted at the same time. If work is permanently removed from the Gallery shop, the seller will be notified within 2 weeks of the removal, and be informed of conditions for replacing the items, editing the items, or returning the items to the consignor.

Storage of Extra Items

On-site inventory storage is extremely limited. The Gallery staff will work with sellers on a case-by-case basis in the storage of additional inventory.

Sale & Gift Packaging, the Gallery shop provides all sale and gift packaging. Due to storage space limitations, we do not keep individual gift bags for each consignor. If you would like to donate gift supplies that follow our four packaging styles, you may, but please note that they may be used for any Gallery shop item and cannot be limited to only your work.

Loss or Damage Liability

CEAC uses best practices for the security and handling of seller's work/objects. The Seller retains responsibility for any and all loss or damage to consigned objects. The seller may elect to maintain his/her own stock insurance. This policy shall constitute a release of CEAC from any liability in connection with the consigned property and in no event will the seller seek recovery against CEAC for damage or loss in relation to consigned objects.

CEAC can accept no responsibility for any error or deficiency in the information furnished to the Consignor's insurance or for lapse in insurance coverage.

Publicity

Unless CEAC is notified in writing to the contrary, it is understood that the objects supplied by sellers to the Gallery may be photographed and reproduced in CEAC's publications and for publicity purposes directly connected with the Gallery Shop including using the images on the Gallery website, and that images of the works may be used for educational use prior to and during the display at CEAC. Unless notified to the contrary, amateur photographers may take pictures of the work if they agree not to use the photographs for commercial purposes. Consignors to the Gallery Shop may plan additional publicity, at their own expense.

Insurance

It is the artists responsibility to ensure they have their own appropriate Public & Product liability for items sold in the Gallery shop.