

The store at Gallery M aims to be the destination of choice for quality arts and crafts, created by South Australian artists.

The following information explains our policy and procedures and is aimed at helping you understand our approach to selecting and displaying goods in the shop. This policy has been developed to encourage high standards of craftsmanship and to support you in your art practice.

The staff at Gallery M want to work with you to get the best possible outcome for you as exhibiting artists and suppliers at the Gallery. With that in mind please familiarise yourselves with the document below.

Kind regards - Gallery M staff

POLICY AND PROCEDURES

1. All Artists must reside within South Australia.
2. Artists must be current members of the Red House Group (RHG) and maintain membership whilst goods are on the floor.
It is the responsibility of artists to keep memberships up to date, although RHG may at times send out reminders throughout the year.
3. All artwork for sale must meet the standards set by the Red House Group Inc. (see following pages).
4. All work must be original (i.e. your own design) and created by you.
If you have collaborated with other artists this should be acknowledged on your artwork labelling.
Any exhibitor has the sole responsibility for ensuring that their artwork does not infringe another creator's copyright.
Artwork that may infringe the cultural property or moral rights of another person or group will not be displayed.
5. All work must meet mandatory product standards according to the Australian Competition & Consumer Commission (ACCC) where applicable (i.e. clothing, cosmetics, etc).
Please see Mandatory Standards online here:
<https://www.productsafety.gov.au/product-safety-laws/safety-standards-bans/mandatory-standards>

Copyright of all work remains with the artist. As work is sold commercially, works which may infringe upon copyright laws will not be accepted. Please see Short Guide to Copyright by the Australian Government Department of Communication and the Arts online here:
<https://www.infrastructure.gov.au/media-centre/publications/short-guide-copyright>
Alternatively, a copy is available to read in person at Gallery M
6. Gallery M reserves the right to document and photograph any artwork for publicity and information purposes.
7. All accepted artwork is sold on consignment. Gallery M takes a commission of 22% on all gallery shop sales. It is the consignee's responsibility to ensure that the price they receive accurately reflects the 22% deduction from the retail price. Please see attached commission scale.
8. All payments for goods sold will be made, in most cases, within 30 days after the end of the month in which the item was sold.
All payments are made by electronic funds transfer (EFT) to your nominated bank account.

9. All work to be considered for sale will be assessed by the Gallery M - Shop Committee before it is displayed. Putting artwork through an approval process ensures that the work is of a high quality, is not competing with the work of other artists, is well crafted, contemporary, and in line with current market trends. The shop committee will provide artists with feedback on their work and suitability for sale.

This feedback is designed to encourage artists in their art practice and help them get the best possible outcome from exhibiting and selling work in the shop. The feedback will always be about the work – it is never personal. We attempt to assess work as quickly as possible however wait times for work to be assessed will vary. Please allow for 1-3 weeks.

Artists are encouraged to contact the gallery to schedule a time to speak with staff, so that adequate time can be set aside for documenting items and providing constructive feedback.

10. In the instance where staff have contacted you about restocking items. Any work that has previously been accepted in the store will also go through an approval process again as described above. This will give you the opportunity to check on sale history and discuss popularity of items with staff.
11. Artists who have had stock on the floor for a long period of time without sales, may be contacted and offered the opportunity to refresh with new items. The intent here is to give the best exposure to your work and to ensure the shop is always stocked with new items. Gallery M staff reserve the right to decline the addition of new work, including replacement stock.
12. It is the responsibility of the Gallery M staff to ensure that the work is displayed in a way that will best promote the work. This includes making decisions on the visual merchandising and styling of objects. Your work may not always be grouped together, this is designed to keep displays lively and interesting. Shop displays will be changed on a regular basis by Gallery M staff, or by volunteers under the direction of Gallery M staff.

NB: As our space is limited, we ask that you discuss any display ideas with staff at the time of submitting your work. On occasions we may be able to accommodate alternate display methods, however, this will remain at the discretion of the Gallery M staff.

13. As storage space is limited, Gallery M staff reserve the right to limit the quantity of work received by any individual artist. Typically, each artist is assigned one plastic tub for objects, and one small cardboard box for cards. Each artist will have an allocated space in the storeroom to house replacement stock and packaging, if applicable.
14. It is the Consignor's responsibility to insure their own works whilst in transit. Artwork on the premises is insured against Burglary and Fire. However, additional insurance, including Theft, Accidental Breakage or Malicious Damage and Professional Indemnity is the responsibility of the consignee.
15. All shop exhibitors must complete a 'Shop Consignment Agreement' which includes a statement asking if the artist is registered for GST or produce their artwork purely as a hobby or recreational pursuit.
16. There is no obligation to volunteer on a regular basis in the shop, but any voluntary assistance would be considered. Please ask staff for a copy of our Volunteer Application Form and Volunteer Policy if you are interested in volunteering.

PLEASE SEE OVER FOR ADDITIONAL INFORMATION

ALL WORKS

- Must be original i.e. your own design. (This includes not using commercial patterns, designs, or kits)
- Must have artistic merit.
- Must be safe to use by consumers as intended.
- Be safe to be displayed in the shop.
- Be well constructed.
- Works proposed for sale should be your best work.

CERAMICS

- Food safe or labelled accordingly
- No cracked or chipped items
- No sharp or rough edges
- Smooth glaze without bubbles or impurities
- Must be stable i.e. not wobble

GLASS

- No cracked or chipped items
- No sharp or rough edges
- Must be stable i.e. not wobble
- No kits
- A food safe disclaimer where materials are used that are not food safe

PAINTINGS etc

- Securely attached D-rings and hanging wire (D rings must not be brass)
- Work must be completely dry
- Well constructed frames – no chips or scratches
- Pastels / charcoals / watercolours etc must be behind glass or framed; if mounted on board, work must be sealed
- Unframed works on paper must be mounted on board
- Provide information of types of paint(s) used i.e. media

GIFT CARDS etc

- Must be presented in transparent sealed bags
- Designs must be original and not created from kits

WOODWORK

- No rough edges or splinters
- Provide information on type of wood/s used
- Food safe or labelled accordingly
- Information provided on any sealing agents used



GALLERY M SHOP ART & CRAFT POLICY OCT 2021



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JEWELLERY

- No elastic
- Use of non-hazardous materials
- Not sharp, or dangerous to wear as intended
- Must provide packaging for all jewellery
- Must provide material information e.g. Sterling silver, Gold plated over nickel etc
- Must provide care information e.g. use a silver polishing cloth, do not immerse in water etc

TEXTILE WORKS

- Must include fibre content
- Include care instructions (including washing if appropriate)
- Edges must be well finished
- Clothing and accessories such as scarves, cushion covers and other homewares, aprons etc. must have fibre content labels and care instructions attached.
- Please see the Mandatory Standards from the ACCC
- For other textile works such as bags and hats we strongly recommend including fibre content and care instructions
- No kits

NEEDLEWORK & STITCH CRAFT/TAPESTRY

- If framed, frames must be well constructed
- No kits
- Designs must be original
- Repurposed / recycled works considered.

By signing this form you agree to the criteria and conditions outlined in this document, and understand the process and procedures involved in Gallery M taking on your goods for sale in the retail shop.

Name

Signature

Date