

CASM GIFT SHOP

TERMS AND CONDITIONS

Artwork

- ✚ Is 2 or 3 dimensional not exceeding 30cm x 30cm x 30cm
- ✚ Is original and of quality craftsmanship (i.e. not hobby or home craft)
- ✚ Is suitably framed or presented
- ✚ Meets appropriate health and safety standards
- ✚ Is priced not to exceed \$300
- ✚ Is fitted with appropriate hanging devices (no less than 50mm from top of the artwork) or has considerations for presentation in a shelving system
- ✚ If deemed inappropriate in any manner will be returned to the artist
- ✚ Stock display (quantity and location within Gift Shop) is at the discretion of CASM
- ✚ If artworks are unsold during a 6 month period, artists will be asked to collect/exchange their work.

Stock procedure

- ✚ Upon successful application, an Excel stock sheet template will be sent to the artist. This stock sheet will show the letter code allocated to the artist e.g. Carolyn Marks = MA
- ✚ Each artist is responsible for filling in their stock sheet with a short description, price (including 20% commission) and unique code for **each item**. For example:

Date delivered	Art work description	Code	Price
10/08/2018	Painting with red stripe	MA01	\$125
10/08/2018	Painting with blue stripe	MA02	\$75

- ✚ Completed stock sheets (and subsequent updates) should be emailed to CASM at casm@mandurah.wa.gov.au prior to stock delivery
- ✚ The artist is responsible for attaching a sticker or tag to each item, showing the unique code and price of the item. For example:

MA01 \$125

- ✚ Artworks can be delivered to the gallery between 10.30am and 3.30pm Wednesday to Sunday during exhibition periods
- ✚ Artists will be notified by email or phone when more stock is needed.

Responsibility

- ✚ CASM will take all due care with the presentation and storing of your art work however takes no responsibility for the insurance of your artwork. CASM will not be held liable for damage or theft from the Gift Shop.

Sales and Commission

- ✚ All artwork must be available for sale
- ✚ The sale price will include 20% commission payable to Contemporary Art Spaces Mandurah
- ✚ Artists will supply an ABN or Statement of Supplier form to CASM with delivery of artwork (If not previously submitted)
- ✚ Payment for sold works will be made monthly within 14 days of end of month balancing.
- ✚ Artists will receive a copy of sold items via email only if sales have been made in that month.

Copyright

Copyright remains with the artist but the artist will extend the right for CASM to use images of the artworks or artworks in situ for promotional purposes.

Artist of the month

Each month a new artist will be selected to feature in the Gift Shop and be marketed via social and digital media. The artist of the month will be able to have more product on the shelves for this period of time.

Volunteering

CASM would not manage successfully without the tremendous support of the CASM Volunteer Program. We encourage the CASM Gift Shop artists to volunteer some time (if possible) to the gallery.

In particular, assistance at the beginning and end of gallery open hours would be appreciated to assist with placing signs, moving gallery furniture, opening blinds, dusting shelves and checking stock while staff open cash registers and computers etc.

We encourage Gift Shop artists to volunteer one hour per fortnight, 9.30-10.30am or 3.30-4.30pm. As the number of artists in the Gift Shop increases, volunteer time may move to one hour per three weeks or month.

A shared roster spreadsheet will be emailed to each Gift Shop artist, so that they can see what times are available and nominate a time to volunteer.

Each volunteering artist will undertake a brief CASM and Gift Shop induction and be provided with support and training as needed. Cash handling and eftpos use will NOT be part of the CASM Gift Shop Volunteer duties.