

LYNNWOOD GIFT SHOP

INFORMATION SHEET FOR ARTISTS/ARTISANS

Organization Statement

To promote locally made fine craft of traditional and contemporary design, with a wide range of media, including but not limited to textiles and fabric, glass, metal ware, woodcraft, pottery, paintings and prints of original works of an accepted artist.

OBJECTIVE

1. Promote local artists and artisans, by giving them a place to display and sell their work
2. Bring to the community an appreciation of the various forms of art that exist in the community
3. Encourage economic development, by creating work for artists and artisans.
4. Give the community an opportunity to purchase local, handcrafted work , as well as the opportunity to interact with local artists and artisans
5. To support the artist community, by encouraging professional development, education and training, as well as gallery exhibits.
6. Building on the success of Made in Norfolk by expanding to a permanent retail venue.

SELECTION OF WORKS

The Gift Shop is seeking those individuals whose work shows a personal direction, is unique and of consistently superior quality and craftsmanship.

The following items will **NOT** be considered at this time –

- Flower arrangements, pressed flowers or potpourri
- Decorated stones, sea shells, or other such items
- Transfers, decals, decoupage
- Liquid embroidery
- Work from kits or commercial patterns, ie. Pattern book/Magazines
- Work made with commercial molds
- Work made with a commercial product as their focal point
- Tolework
- Food and Food items

INSURANCE REQUIREMENTS

The County of Norfolk recommends insurance, for anyone participating in the Gift Shop, as follows:

A Commercial General Liability Policy (CGL) with limits of at least \$2,000,000 including the following:

- Cross Liability Clause
- Products and Completed Operations Clause
- The Corporation of the County of Norfolk added as an additional insured
- 30 day Cancellation Clause
- \$2,000,000 Non Owned Automobile (NOA) Endorsement

SELECTION PROCESS

A *Professional Artists Committee* will meet monthly to select and jury new works. The committee will review all Jury Applications and the accompanying samples of works. Attach to the Jury Application, the following documents:

- a) A curriculum vitae or resume, description of training or experience related to the work to be juried; exhibits or awards related to your work.
- b) Retail pricing; technical description of your product
- c) Any government labeling information (see list on following page)
- d) Any brochures, business cards and product information cards related to the artist's work

NOTE: All products must comply with Federal and Provincial regulations to protect consumers. All products must be properly labeled to reflect these regulations. If you require further clarification about regulations for your specific product, please refer to the following websites -

- for cosmetics www.hc-sc.gc.ca
- for textiles www.competitionbureau.gc.ca
- ceramics/pottery www.hc-sc.gc.ca

The criteria for the selection of work will be based on a five point scale in the following categories:

- a) Aesthetics and design
- b) Technical competence
- c) Presentation
- d) Retail potential

Once the work has been reviewed by the *Professional Artists Committee* the applicant will be notified in writing as to whether or not their work has been accepted for sale at the Gift Shop.

“Please note that there is no critique given of work submitted for jury”

All approved works should be brought to the shop in a timely manner, as instructed by the committee. All works not approved by the committee should be picked up quickly, due to the limited amount of storage and lack of insurance coverage. The NAC will not be responsible for work left after the pickup date.

Only work of the same type and quality, as that approved by the selection committee, can be sold in the shop. All members' work is subject to a three month review process by the *Professional Artists Committee*, in order to ensure that the display space allotted to that item is justified by sales volume.

Any artist in good standing, who brings in an item falling into a new craft field, will be required to have that item juried.

Commission Schedule

Artists are encouraged to volunteer their time working at the Gift Shop. We offer the following commission schedule for those displaying their work at the shop -

- Working artist pays 25% commission
- Non working artist pays 40% commission

Hours of Operation 10:00 am to 4:00 pm Wednesday to Saturday

Payment to artists/artisans will be made by direct deposit and sale records provided on a monthly basis by email. Further information will be supplied at time of acceptance of work.

Insurance

I have read and understand the following information concerning insurance.

I agree to use my personal insurance to cover my work in the Lynnwood Gift Shop. _____ (INITIAL)

I agree to waive the insurance requirement. _____ (INITIAL)

I/we have read and am in agreement with the conditions and terms stated above.

Name (please print): _____ **Dated** _____

Signature of Artist/Artisan: _____

LYNNWOOD GIFT SHOP JURY APPLICATION

Please complete this application and submit with the work to be juried.

Name _____ Date _____

Street Address _____ Town/City _____

Mailing Address _____

Phone Number _____ Email _____

Do you have a website: No ____ Yes ____ If yes, please provide www. _____

ALL PRODUCTS MUST COMPLY WITH FEDERAL AND PROVINCIAL GOVERNMENT REGULATIONS TO PROTECT CONSUMERS

I.e. body care requires a cosmetic information form; fabric items require textile labels.

Please provide 4 or 5 examples of your work for each type of medium you are presenting for jury.

- a) A description of the work to be juried. Include items, medium, distinguishing style, features or techniques used.
Example: lamp-worked glass beads; raku clay vessel; porcelain teapots

- b) Describe any aspect of your work that incorporates commercially produced items, such as commercially produced greenware with original glazes; commercially produced picture frames that are hand painted.

- c) List retail price(s) of work for sale, including store commission

- d) Do you currently sell your work in any other retail venue in the Norfolk County area? If so, please provide list of stores carrying your work.

Name (please print): _____

Signature of Artist: _____ Date: _____



Photo and Media Release Waiver:

With consideration, I consent that the Lynnwood Gift Shop (at Norfolk Arts Centre) shall have the absolute right and permission to use my name, biographical information (supplied by the undersigned) and any photographs taken of my person or my work, for display or use by the Corporation of Norfolk County, the Photographer or their assignees.

I hereby release, discharge, and agree to save harmless their legal representatives or assigns and all persons acting under their permission or authority of those for whom they are acting, from any liability by virtue of any blurring, distortion, alterations, optical illusion, or use in composite form, whether intentional or otherwise, which may occur or be produced in the taking of said picture or the publication thereof.

I hereby waive any right that I may have to inspect and/or approve the finished product or the advertising copy that may be used in connection therewith or the use to which it may be applied.

I have read the above authorization and release prior to its execution, that I am fully familiar with the contents thereof.

Name (please print): _____

Signature: _____ **Date:** _____