

Norfolk Arts Centre Mission

The Norfolk Arts Centre (NAC) is a public art gallery, dedicated to the learning, preservation and nurturing of the creativity, enjoyment and appreciation of the arts throughout Norfolk County. We support and promote the arts through exhibitions, education, special events and public programs, while working with local and surrounding communities and agencies.

Gift Shop Objectives

The NAC gift shop seeks to support local artists and artisans by promoting their works and providing them with a venue to make their work available for sale to the public. The Shop will enhance our visitor's experience by providing them with the opportunity to purchase local, handcrafted products, catalogues and items that foster and inspire creativity. Any profits realized will go to support NAC programming.

Responsibility

The NAC gift shop is managed by NAC staff. Staff are responsible for determining which items are chosen for consignment and which items are purchased wholesale. All financial transactions and accounting must be completed by a NAC staff member. The NAC Shop does not provide exchanges or refunds to customers, nor take custom orders on behalf of the consignor. An inventory will be maintained by NAC staff.

Gift Shop Criteria

The shop specializes in items created by Norfolk and area artists and artisans who are members of NAC. The NAC Shop accepts original works of art, handcrafted items, and culture-related items from regional artists, craftspeople, and authors under two conditions:

1. Items are on consignment.
2. NAC Shop may opt, if budget allows, to purchase items at values under \$20 from craftspeople, artists and authors for resale.

The following will be taken into consideration when determining the marketability of all works:

- Design Quality / Craftsmanship
- Originality (no items made from kits)
- Presentation
- Sales potential
- Variety of stock
- No food products

NAC staff will review Consignor Applications at minimum three times per year. New items will be brought in depending on available space. All decisions by NAC staff are final.

The NAC Shop also sells items related to exhibits or the NAC permanent collection, such as exhibition catalogs, posters, notecards, and postcards. These items may be purchased by NAC wholesale or placed in shop on consignment.

The NAC Shop may sell books, art-making kits and other items related to art, art-making and creativity. These items will be purchased by NAC at wholesale.

All products must comply with Federal and Provincial regulations to protect consumers. All products must be properly labeled to reflect these regulations. For further clarification refer to the following:

Cosmetics
www.hc-sc.gc.ca

Textiles
www.competitionbureau.gc.ca

Ceramics/pottery
www.hc-sc.gc.ca

Gift Shop Ethics

In accordance with the Norfolk County Code of Conduct, no NAC staff member may receive any special privileges, non-customary discounts, or personal gifts in connection with NAC Shop artists, representation/sales or purchases. NAC Volunteers may apply to sell work through the NAC Shop, subject to the same procedures and policies as any prospective or current NAC Shop artist.

Application Process

- No works will be considered without an application.
- Applications are to be submitted with 5 images that represent artists' current works.
- NAC will not accept samples of work or actual work with applications (photos only).
- Applications can be mailed, emailed or dropped off to the NAC (all applications will be considered).
- Applicants will be notified of decision of acceptance by NAC Staff.

Commission and Payments

All consignors must be a member in good standing with NAC. See current year user fees for membership rates. All work is accepted on consignment and must be for sale with prices set by the artist. Quantities will be determined by staff prior to acceptance.

The NAC Shop will retain a 25% commission and all prices should include that commission. The NAC Shop will collect HST on all sales. Consignors are paid for work once per month by the 20th of the month following. All payments are processed from Norfolk County Finance Department. NAC will email a sales statement by the 20th of the month following.

Delivery and Condition of Work

Consignors are responsible for any costs related to the delivery or pick up of items from the NAC Shop. Artists must arrange time for such in advance with the NAC staff. Drop-in delivery and pick up is not permitted. Re-stocking must also be prearranged with NAC Staff.

Display of Work

NAC staff make all decisions regarding placement of objects in the Shop. Staff members may move or remove work at any time, and do not guarantee to display all consigned works submitted at the same time. All works require a label or tag indicating the price and the consignor code (assigned by NAC Staff). An inventory list matching the consigned items must accompany the stock upon delivery.

Accepted items will remain in stock for 4 months, the duration of the contract. At the end of the contract, the artist will be advised by phone/email to pick up remaining stock by appointment. All NAC responsibility to the artist, as to the contents, number and condition of the items will cease beyond the arranged pick up appointment. If after a second request is made and the works remain on site, the stock becomes the property of the NAC.

Publicity

Unless NAC is notified in writing to the contrary, it is understood that the objects lent to it may be photographed and reproduced for publicity purposes directly connected with the Shop.

Loss or Damage Liability

NAC uses best practices for the security and handling of consigned objects. The Consignor retains responsibility for any and all loss or damage to consigned objects. The Consignor may elect to maintain his/her own property insurance. This consignment agreement shall constitute a release of NAC from any liability in connection with the consigned property and in no event will the Consignor seek recovery against NAC for damage or loss in relation to consigned objects. Damaged items will be returned to the consignor. NAC can accept no responsibility for any error or deficiency in information furnished to the Consignor's insurance or for lapse in coverage.

Policy Review and Approval

The Gift Shop Policy is reviewed on an annual basis, or any time that changes are deemed necessary.