



# Artspace Mackay Gallery Shop Product Proposal

BUSINESS NAME:

ABN:

CONTACT NAME:

PHONE:

EMAIL:

WEBSITE:

POSTAL ADDRESS:

The Gallery Shop stocks handmade products that are of an artisan quality. Please keep this in mind when applying to be stocked in the shop. Mass produced items will not be accepted.

## Product & Business Description

**Please attach a product price list, including wholesale price, RRP & pictures of products. Applications will only be accepted with this information included.**

## Artist Biography

Please provide some background information on yourself and how your business started.

## Privacy Statement

Mackay Regional Council is collecting your personal information in order to process your application. This information will only be disclosed to any other third party with your written authorisation or as required to by law.

**Please either post or email this form, along with the product price list, to:**

Email: [artspace@mackay.qld.gov.au](mailto:artspace@mackay.qld.gov.au)

Administration Officer

Artspace Mackay

PO Box 41

Mackay QLD 4740

Ph- (07) 4961 9775 Fax- (07) 4961 9794



# Artspace Mackay Gallery Shop Merchandise on Consignment Agreement



## Artspace Mackay Gallery Shop Consignment Policy

*Please read the following Terms and Conditions.*

The Artspace Mackay Gallery Shop will accept stock on consignment subject to the following terms and conditions:

### 1. Commission

Artspace Mackay retains a commission of 30% of the retail sale price including GST unless otherwise negotiated with the Director by the supplier. Please supply a delivery note with each shipment of products, which includes the wholesale and RRP price (incl. GST).

### 2. Selection Criteria

Products of interest will be reviewed with consideration to quality, contemporary focus, creativity, uniqueness, craftsmanship, materials used and pricing. Other factors such as existing stock mix and space availability will also be taken into consideration.



### 3. Trial Sales Period

Artspace Mackay shall accept stock on consignment for an initial trial sales period of 3 months. Both parties must agree on the trial period in advance before stock is placed in the shop. The supplier may not remove stock from the shop before the trial period has ended. After this period, the products will be further reviewed and discussed with the supplier in terms of re-pricing, replacing and returning items. Artspace Mackay reserves the right to return stock to the supplier after the trial period has finished and vice versa.

### 4. Display and Merchandising

Artspace Mackay will display stock to the best of its ability. Stock is constantly rotated to keep the displays fresh and new for regular visitors. Due to space constraints, not all stock will be displayed at all times though stock not on display will still be retrieved and recommended to customers. Artspace Mackay welcomes product display suggestions or display fixtures but reserves the right to refuse any suggestions and to determine what will work best in the Artspace Mackay Shop.

### 5. Branding and Packaging

All products will be labelled with an Artspace Mackay Shop barcode and price tag. At the time of purchase, gift wrapping will be offered to the customer, along with an artist information card. You may supply business cards to go with this information card. The merchandise is then given to the buyer in a recyclable bag marked with the Artspace Mackay logo.

### 6. Theft or Breakage

If an item is stolen or has otherwise been unaccounted for whilst in the care of Artspace Mackay, the supplier will then be paid the agreed wholesale price for that item. If the product has been damaged due to excess handling or customer or staff breakages, the item will be sent to the supplier for repair. If the item is beyond repair, the supplier will again receive the agreed wholesale price.

### 7. Refunds

Artspace Mackay only provides refunds for items that are damaged at point of purchase.. If the problem is not major, we will organise with the supplier to get the item either repaired or replaced. Proof of purchase is required. Artspace does not accept refunds for change of mind.

### 8. Account Set Up

Before the payment process can begin, the supplier will need to be set up in Mackay Regional Council finance system. The Administration Officer will organise this, once the consignment agreement has been received.

### 9. Payment of Artists/Suppliers

A stock take is undertaken at the end of every month. After stocktake has been completed, the supplier will receive a reconciliation letter advising of the products that were sold in the past month. The supplier will also be sent a purchase order for these items. Once the reconciliation letter and purchase order have been received, the supplier must forward an invoice stating the purchase order number to the accounts department. Once the invoice has been received, the accounts department will pay the invoice within 30 days of the invoice date. If you have any queries about the payment process, please do not hesitate to contact the administration officer.



10. Copyright release for images of products

Permission is given by the supplier to photograph the products for the following purposes: promotion of the artist/s' work online (e.g. Facebook, Instagram, website) and in print (e.g. Exhibition brochures, activities and events brochures), advertising, archive purposes and critical review.

11. Product Review and New Stock

Products will be reviewed after the initial 3 month sales trial period, and then every stock take after that time. The supplier will be contacted if Artspace Mackay will no longer be stocking their items. If Artspace Mackay's intention is to keep the stock for another month, there is still an option for the supplier to collect their stock if desired. Please be advised that at least 24 hours notice is required to be given by the supplier of their intentions to collect their stock. This allows time for correct packaging and replacement products. If Artspace Mackay's intention is to return the reviewed products, the supplier must accept the stock and has the option to present new products. A new delivery note should be filled out.

12. Insurance

It is a requirement of Mackay Regional Council that all suppliers have the appropriate Product Liability Insurance cover. A certificate of currency will need to be supplied when being set up as a supplier in the MRC Finance system.

This certifies that you have read and agree to comply with all the above Terms and Conditions of the Artspace Mackay Merchandise on Consignment Agreement.

Name (printed).....Signature.....Date.....

Any other additional information about the merchandise on consignment or negotiations in regards to Terms and Conditions.

*Please be aware signing this agreement will not guarantee your products will be stocked in the gallery shop. Your application will be sent to a panel who will make the final decision. Once a decision has been made, you will be contacted to confirm if we will go ahead with the consignment agreement. Please do not hesitate to contact us if you have any questions.*