



I, _____ am interested in displaying my work in the
Gallery Giftshop , Online Giftshop or Both

Local and Online Gift Shop Policy & Contract:

1. All artwork must be original work. The Arts Council of Ladysmith and District (ACLD) respects the cultural rights of First Nations and asks that artists' work be culturally appropriate in its content.
2. The Gift Shop is managed by a combination of staff and volunteers who maintain inventory control, promote the Shop, display the work, conduct sales and deposits, track sales and book-keeping.
3. A Volunteer Committee in-Charge of the Giftshop will have a call for new giftshop inventory every 3 months. Application instructions will be on the website. Items will be juried, and only successful applicants will be contacted. This means that there is a 3-month minimum commitment to keep items in the giftshop once accepted. You need to contact the giftshop committee to arrange removing items.
4. Items priced under \$150 have a commission structure of 20% ACLD and 80% artist. Items priced at \$150 or higher have commission structure of 40% ACLD and 60% artist.
5. The Gallery does not provide exchanges or refunds to customers.
6. The ACLD Gift Shop makes every effort to ensure that theft and damages do not occur. However, should any loss or damage occur, the artist/artisan understands and accepts the full risk of loss or damage to articles placed on consignment. Damaged items will be returned to the artisan.
7. The gallery will mail payout cheques or send them as an e-transfer for a cost of \$2/payout if the artist has opted into this service. Otherwise cheques will be available for pickup at the office. This charge is to cover postage or bank fees. To opt in for E-transfers or Mailed please check mark your choice and initial here: _____
8. Payout cheques are written monthly. Payments to artists are made when accumulated sales reach \$50 or more, or by the end of the calendar year. A printout of the sales will be included. Payout cheques that are not picked up within 3 months will be considered a donation to the Ladysmith Arts Council. If a cheque is picked up but has not been deposited



within 6 months (Stale-dated cheques) will not be re-issued and the amount will be considered a donation. If you lose your cheque, please contact the ACLD before the 6-month deadline to get it re-issued.

9. The Arts Council of Ladysmith and District is required by the Government to issue T4A slips for all sales payouts to artists if the yearly total is \$500 or greater. Social Insurance Numbers must be provided by artists if a T4A is required to be issued.

10. At times the gallery may decide to remove items from the giftshop, at this time artists will be contacted by either phone or email. If after a second request is made by phone, and the artist is unable to pick up the work by the agreed upon time, it will be put in gallery storage space, and all ACLD responsibility to the artist, as to the contents, number and condition of the items will cease. Any remaining work after the second pick up notification, will become the property of the Gallery after 90 days. Costs associated with delivery and pick up are the responsibility of the artisan/artist.

11. When participating in the online giftshop the ACLD will require high quality and clear images of the work. You can choose to provide those images yourself, however the ACLD has the right to take their own photography at a cost of \$10 (for up to 10 items or at the discretion of the photographer), if they decide the quality of the images provided was not sufficient. The artist can also opt in to have the ACLD take the images outright at the same cost structure. Please inform the giftshop committee if you will be providing your own images or paying for the ACLD to take them. The ACLD will contact you if images you provided were not sufficient in quality.

Membership # _____ Artist Name _____

Mailing Address: _____
Unit and Street Number Street Name City Province Postal Code

Cell Phone: (_____) _____ - _____ Alt. Phone: (_____) _____ - _____

Email: _____



ART COUNCIL
of LADYSMITH and DISTRICT

610 OYSTER BAY DRIVE (ON THE WAY TO TRANSFER BEACH), LADYSMITH, BC
OPEN 7 DAYS A WEEK | 11:00 AM TO 4:00 PM
PO BOX 2370 LADYSMITH BC V9G 1B8 | 250.245.1252
WWW.LADYSMITHWATERFRONTGALLERY.COM

Gift Shop Policies

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- I certify that all the artwork I have submitted for consideration for the Gift shop are my own original work and have not been copied from any original or printed material.
- I absolve the Arts council of Ladysmith & District of any legal responsibility resulting from copyright infringement. I understand that the arts council accept no responsibility for loss or damage for any art pieces.
- I agree to the above policies and contract.

Signed by Artist _____ Date _____

To contact the giftshop committee please email them at giftshop@ladysmitharts.ca