



## MATTAWOMAN CREEK ART CENTER Gift Shop Policies



The Gift Shop Committee is a sub-committee of the Artist Advisory Committee (AAC) which is tasked to oversee operation of the Gift Shop and set Gift Shop policies, with the approval of the AAC. The chair of the Gift Shop Committee is the Gift Shop Manager and appoints others to serve on the committee.

The following policies apply to participation in the MCAC Gift Shop:

- Artist application for participation in the Gift Shop requires the approval of the Artist Advisory Committee (AAC). This approval is done by way of a review of the signed application and a jurying of samples of the artist's artwork.
- Only current MCAC members may participate in the MCAC Gift Shop. MCAC membership dues must be paid up-to-date. If dues lapse, the artist's artwork may be pulled from the Gift Shop.
- Items placed in the Gift Shop must be the participating artist's own original artwork or reproductions of the participating artist's original artwork.
- Artwork must be presented in a professional way.
  - Artwork intended to be hung on the wall must comply with the MCAC Framing Standard.
  - Two-dimensional artwork not intended to be hung must be backed or matted and wrapped for its own protection appropriate for placement in a rack or other display container.
  - Three-dimensional art should be prepared for stable placement on the floor, in a display case, on an open shelf, or hanging, according to the artist's preference.
- All items delivered to MCAC for the Gift Shop must be labeled and listed on a Gift Shop Inventory Sheet, which is to accompany the items delivered. (See Gift Shop Inventory Instructions).
- All items intended for the Gift Shop and the inventory sheet must be delivered to a representative of the Gift Shop Committee or placed in a location designed by the Gift Shop Manager.
- Items will be placed in the Gift Shop by the Gift Shop Committee, not the participating artist. Artwork may be rotated by the Gift Shop Committee to create new interest.
- The Gift Shop Committee reserves the right to decline artwork on the grounds of improper presentation, unsuitability for community viewing, availability of space, or salability in this venue.
- Artwork shown in MCAC gallery within the past year is not eligible for placement in the Gift Shop.
- Once displayed in the Gift Shop, artwork becomes ineligible for entry in any open show at MCAC.
- Artists may remove their artwork from the Gift Shop at any time, but must update the Gift Shop Inventory immediately to indicate its removal by dating and initialing for each item removed.
- Artwork will be displayed for not more than one year. If not sold within one year, artists are required to remove the item from the Gift Shop and update the Gift Shop Inventory sheet. Such items are not eligible for re-entry in the Gift Shop. The artist may present to the Gift Shop Committee new artwork to replace that which was removed.
- MCAC retains 25% of the price for all items sold from the Gift Shop. MCAC pays the artist by check for items sold. Checks are issued on a monthly basis.
- MCAC will not be responsible or liable for any loss or damage to artwork. Insurance on artwork is the responsibility of the artist.
- Submission of artwork for the Gift Shop constitutes an understanding and acceptance by the artist of the conditions set forth in this document.

**I agree to the Gift Shop Policies.** Signature: \_\_\_\_\_ Date: \_\_\_\_\_