



**Blue Mountain Foundation for the Arts**

## GIFT SHOP APPLICATION

The BMFA manages a Gift Shop within the Arts Centre. It is run by a select committee who accept applications, jury applicants and administrate the Gift Shop. We are looking for sellable items, cards, jewellery, pottery, wood, glass and some 2-D items.

### ACCEPTENCE CRITEREA:

- ✓ You must be involved in the design, creation and manufacture of your products.
- ✓ Your application will be juried for quality, uniqueness and salability of your product.
- ✓ You must be a current member of the BMFA.
- ✓ Paintings and Photographs will be considered as space allows.
- ✓ Artists agree to work in the Gift Shop a few hours per month. (unpaid)
- ✓ Artists must be willing to arrive 10 minutes before their shift begins.
- ✓ Artist must be able to handle all aspects of the sales process.
- ✓ The BMFA retains a 35% commission.

### CHECKLIST:

- Application form
- 5 - 10 jpegs that best represent your product(s)
- Biography or CV including where you have sold your work
- Artist Statement. One page.
- Description of your production, if others help and how.
- If you are entering cards, paintings or photographs please document the following:
  - Are the images your own photographs, paintings or drawings?
  - Are they reproductions or originals?
  - Do you reproduce them yourself or are they printed at a lab?
- Current BMFA Membership

## OTHER ITEMS OF NOTE:

- Accounts will be reconciled at month's end and payment forthcoming within 30 days  
Cheques will be issued for amounts over \$25.00, amounts under \$25.00 will be carried over until the next month.
- All amounts will be paid in full by the year's end.
- There is no entry fee required for participation in the BMFA Gift Shop
- The Gift Shop is **NOT** an exhibition opportunity rather a chance for our member artisans to have a venue to showcase their craft.
- Participants in the Gift Shop are welcome and encouraged, to offer workshops and provide demonstrations of their craft.
- Artisans must supply their own insurance. The BMFA is not liable for loss or injury.
- Images of your products may be used in promotion in print or on the website or on social media without compensation.
- Participants are required to contribute some time to manning the Gift Shop.  
Participants must be able to handle all retail aspects of the Gift Shop. Sales, counting cash, greeting customers and ensuring that the Gift shop is neat and tidy.
- Participants are expected to attend a training workshop and handle sales for the BMFA such as membership, the occasional raffle etc.
- Participants are expected to be aware of other activities occurring at the BMFA and be able to share this knowledge with the public who visit the Gallery
- There is no fee for entry, a 35% commission on sales.
- Curator reserves the right to rotate stock at his/her discretion.

## Labels and Pricing:

- ✓ Each participant will fill out an inventory sheet. Keep one copy for themselves and deliver one copy to the Arts Centre with their products.
- ✓ Each participant will be assigned a number. ALL items for sale will have that number marked clearly on the price tag
- ✓ Each participant will deliver their products to the Arts Centre marked with their participant number, inventory number and price, HST if applicable.
- ✓ Each price tag will clearly state the price and the amount of HST (if applicable) and the total.



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## GIFT SHOP APPLICATION FORM

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE: \_\_\_\_\_ CELL: \_\_\_\_\_

EMAIL: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

Do you charge HST?    YES    NO

Please list all the items you would like to sell if accepted:

I, \_\_\_\_\_ agree to the terms and conditions.

(please print your name)

I take full responsibility for any loss, or damage to my work on display at Blue Mountain Foundation for the Arts. I release the Blue Mountain Foundation for the Arts, and any workers or volunteers from responsibility for injury or damage by or to myself as exhibitor.

\_\_\_\_\_  
Signed Artist/Artisan/Craftsperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signed BMFA Representative

\_\_\_\_\_  
Date

For Office Use Only:

