Lil’s Gift Shop – *Terms and Conditions*

Lil’s gift shop is a small retail space in the gallery which is available to all our Exhibiting Members as a place to showcase small works, in particular pieces that have a South West Rocks theme, whether it be landscape, flora, fauna or other themes linked to our area/region to appeal to the tourist/gift market.

It is curated by a two-person team twice a week.

It was originally called Lil’s Studio and was renamed to Lil’s Gift Shop in November 2023.

Set out below are the terms and conditions to be adhered to by our members who would like to showcase their work in the Shop.

**Submission requirements**

* Only current financial Exhibiting Members of the Gallery have the opportunity to display and sell in the Shop.
* There is no entry fee to submit work, and the normal 20% commission applies on sales.
* To submit a work the standard labelling process is to be completed before the piece is delivered to the gallery. Here is an outline of the label process if you are unfamiliar with it.
	+ Label details are entered via the website www.swrcag.com.au
	+ Click the ‘Artists Input’ tab, then the ‘Labels’ tab, then the ‘Gift Shop Labels’ tab.
	+ A label will then be generated (this is not an immediate process) and will be matched with your work by the Curator when the display process is underway.
* The artwork also needs to be clearly identified with these details when it is delivered to the gallery (so that the item and the label can be matched before display).
* If you wish to change the price of your item after it is displayed, a new label is required to be submitted, handwritten write overs on the original label are unacceptable as our cash register will not reflect the change in price. Items may need to be returned to the holding area until a correct label is available.

**Number of items**

* + Paintings and hanging artworks.
		- A maximum of 4 hangable artworks per member
		- The longest side of an artwork must not exceed 40cm.
	+ Small Items
		- These can include items made from glass, wood, metal and so forth. The items must be of an artistic nature and not crafts. There is no set limit to the number of items that can be offered at any one time but not all items will necessarily be displayed at any given time. This may well change over time as demand for the space increases.

**Delivery of items to Gallery**

* Items are to be dropped off to the volunteer who is staffing the gallery. We ask that you do not drop your pieces into the Shop. The volunteer will then move the items to the Gift Shop holding area. It is very important that items are not directly added to the Shop.

**Display and Curation of the Shop**

* The Shop is designed to give our members an additional opportunity to present and sell their work. We aim to be fair and to provide a carefully arranged and appealing display of works.
* Selection and appropriateness of items for display is in the hands of the Curators and in some cases the Committee.
* Curating is carried out every Tuesday afternoon and Friday morning. Only the curators are to display items. We need to emphasise that placing your own work into the shop and curating yourself is a ‘no go’. This also applies to the Volunteers who staff the gallery. From time-to-time artists/volunteers may work with the Curator to display items or special arrangements may have been made with the Curator and this is fine.
* Depending on the quantity of pieces supplied to Lil’s at any one time, pieces are not guaranteed a spot and, in some cases, if a piece has been out for some time, it may be returned to the holding position to be redisplayed at a later date, or to be returned to the artist.
* The Gallery has been fortunate enough to have had various items donated to display art. These items include, glass display cases, Perspex boxes and plinths. These items have been very instrumental in creating a warm and interesting space where art is shown off at its’ best. Anything that is donated for this use is, considered to be, for the use of all Gallery Members. Please talk to a committee member if you would like to use something that you have donated for your own exhibition.

It is important that we work together as members of our gallery, these terms and conditions must be adhered to in order to display and sell from Lil’s Gift Shop.

Thank you for your cooperation to ensure the smooth running of the Gift Shop. With over 50 financial members you can imagine that things can get hectic at times.

It is a great opportunity to show off and sell small works of art and we hope that you enjoy it as much as we do.