



Hartlepool Art Gallery Shop
Policies and Procedures

Approved

January 2020



Hartlepool Gallery Mission

Our mission is: to run a vibrant, welcoming gallery, offering curated contemporary exhibitions, engagement activities and artist residencies, inspired by our collection, our people and our town.

Gallery Shop Purpose

Hartlepool Borough Council operates Hartlepool Gallery and gift shop. The shop specialises in original artwork, jewellery, and gift or craft items created by local and regional artists and craftspeople.

The Gallery shop accepts works of art, crafts, and culture-related items from regional artists, craftspeople, and authors under two conditions:

- (1) Items are on sale or return at 70% to the artist, 30% to the Gallery. We do not purchase items directly and the Gallery Shops working group must approve all art and work.
- (2) Items are donated outright to the Gallery Shop for 100% commission, with prior review and acceptance by the Museum Shop working group.

The Gallery Shop also sells items created by or for Hartlepool Gallery such as exhibition catalogues, Hartlepool posters, totes, cups and cushions.

In accordance with the HBC Code of Ethics, no HBC staff member/ Counsellor may receive any special privileges, non-customary discounts, or personal gifts in connection with Gallery Shop artists, representation/sales or purchases. HBC staff may apply to sell work through the Gallery Shop, subject to the same procedures and policies as any prospective or current Gallery Shop artist.

This list describes the types of items accepted into the Gallery Shop. Typically, the Gallery Shop displays local/regional or Northern artists and themes. Items not on the list may still be considered, but must be approved by the Gallery Shop working group.

- Original art*
- Reproduced art (cards, prints, magnets, mugs, cutting boards, coasters, etc.)
- Jewellery (handmade: beaded, clay, enamel, braided, metal, etc.)
- Books (by local authors, local illustrators or about local topics)
- Craft objects* (bowls, candlesticks, baskets, vases, mugs, ceramics, turned wood, etc.)
- One-of-a-kind gifts

General Gallery Shop Goods Guidelines

Consignment periods are automatically set to 6/7 months with a spring and winter call out for stock. After 6 months, the Gallery Shop Manager will evaluate the items, and either renew the consignment period or ask for the seller to withdraw and/or exchange items. Alternate consignment periods may also be set with a written agreement between the Gallery Shop Manager and the sellers. Sellers are encouraged to refresh inventory periodically by making an appointment with the Gallery Shop Manager.

Museum Shop Committee – Consignment Scoring Criteria

- I. Item Quality
- II. Uniqueness
- III. Display Quality
- IV. Price Suitability
- V. Display Availability
- VI. Sale History (if applicable)

Potential suppliers must submit a complete Supplier application to the Gallery Shop to be considered for the Gallery Shop. Potential suppliers must also submit the following with their application:

- (1) 5-10 high-quality images of the items or types of items to be exhibited in the Shop
- (2) Brief biography and/or artist statement
- (3) Resume, including current regional retail representation
- (4) A copy of your current public & products liability insurance certificate

Three possible outcomes to an application:

- (1) Acceptance of seller and proposed items to the Gallery Shop (Acceptance at the absolute discretion of Hartlepool Borough Council)
- (2) Conditional Acceptance (Wait List)
- (3) Non-acceptance; may reapply after six months with new works

Gallery Shop working group - Review Process

The Gallery Shop working group reviews suppliers' applications two times per year. Suppliers are asked to not inquire about the status of an application. Notifications will be sent to the suppliers as soon as decisions are made.

Commission and Payments

The Gallery shop must have a signed sellers agreement and current, completed new supplier form on file prior to having merchandise displayed and sold in the Gallery shop. The shop Officer will be in contact in regards to the new supplier process. All work is accepted on sale or return and must be for sale with prices set by the artist. The Gallery shop will retain a 30% commission and all prices should include that commission. Artists/crafters are paid for work sold when the amount of work sold totals £50. Should this amount not be reached by the end of the financial year any amount owed to the seller up to that point will be paid.

Delivery and Condition of Work

All sellers must deliver items to and pick up items from the Gallery Shop, and arrange a time for delivery and pick up **in advance with the Shop Manager**. All items must be in good condition for display with appropriate attachments to allow for display. Please use the following guidelines for special items:

- Wall art must have a wire on the back to allow hanging from wall
- Jewellery – The Gallery shop may feature jewellery in alternate displays, but all jewellery must arrive in the following packing: mounted on a cardstock jewellery holder or similar display. No plastic or cloth bags. Hanging displays/stands (necklaces, bracelets, earring trees) must be pre-approved by the Shop manager.
- Prints and notecards must be wrapped in plastic sleeves that are clear, clean, and of dimensions that are appropriate to the object size (re-sealable packaging preferred). Notecard box sets are also permitted, but must show contents on the outside of the box through a tag or label with thumbnail images and/or text (multiples of cards, variety of cards, etc.).

Additional Items for Delivery

- Required: Gallery Shop Intake Form - Must be completely filled out by seller listing all goods being delivered with the price that includes the Gallery's 30% commission, signed by both seller and a Gallery shop representative. Please fill this out in advance and bring it with you.

Withdrawal or Return of art/crafts

- The sales and inventory of each seller will be evaluated at month 6/7 by the Gallery Shop working group made up of HBC Cultural Services staff and industry professionals. The working group in their absolute discretion will decide one of the following courses. Each seller will then either (1) renew their consignment period with the Gallery shop manager, (2) replace the items with new items or enter a new consignment period with the shop, or (3) be asked to withdraw items from the Gallery shop (in relation to point (3) sellers may reapply for the Gallery's Shop after 6 months)
- To continuously refresh and update Gallery shop inventory, top-selling sellers may be asked to rotate items before the end of their consignment period. Sellers are not required to rotate items, and may only do so with approval from the Gallery shop Manager. Please do not pick up items without prior arrangement with the shop Manager or representative.
- At pick up, all sellers must sign a Goods Returns Form.
- The Gallery shop Officer will give reasonable notice in writing to the sellers' email/business address provided with the Consignment Agreement if it desires to have an object taken back by the Consignor for any reason.
- If the Seller shall not withdraw such property within ninety (90) days from the date of such notice, the Gallery shop shall have absolute right to dispose of such property in any manner it may elect.

Display of Work

Gallery staff make all decisions regarding placement of objects in the Gallery Shop. Staff members may move or remove work at any time, and does not guarantee to display all sellers works submitted at the same time. If work is permanently removed from the Gallery shop, the seller will be notified within 2 weeks of the removal, and be informed of conditions for replacing the items, editing the items, or returning the items to the consignor.

Storage of Extra Items

On-site inventory storage is extremely limited. The Gallery staff will work with sellers on a case-by-case basis in the storage of additional inventory. Sale & Gift Packaging, the Gallery shop provides all sale and gift packaging. Due to storage space limitations, we do not keep individual gift bags for each consignor. If you would like to donate gift supplies that follow our 4 packaging styles, you may, but please note that they may be used for any Gallery shop item, and cannot be limited to only your work. Customers will have the option of purchasing jewellery or gift boxes at an additional cost.

Loss or Damage Liability

Hartlepool Art Gallery uses best practices for the security and handling of sellers work/objects. The Seller retains responsibility for any and all loss or damage to consigned objects. The seller may elect to maintain his/her own stock insurance. This consignment agreement shall constitute a release of Hartlepool Art Gallery from any liability in connection with the consigned property and in no event will the seller seek recovery against Hartlepool Art Gallery for damage or loss in relation to consigned objects. Hartlepool Art Gallery can accept no responsibility for any error or deficiency in the information furnished to the Consignor's insurance or for lapse in insurance coverage.

Publicity

Unless Hartlepool Art Gallery is notified in writing to the contrary, it is understood that the objects supplied by sellers to the Gallery may be photographed and reproduced in HAG's publications and for publicity purposes directly connected with the Gallery Shop including using the images on the Gallery website, and that images of the works may be used for educational use prior to and during the display at HAG. Unless notified to the contrary, amateur photographers may take pictures of the work if they agree not to use the photographs for commercial purposes. Consignors to the Gallery Shop may plan additional publicity, at their own expense.

Green Policy

The Gallery has made a number of commitments to its green transition. We would expect all of our traders to either have done so or be in the process of reviewing their green commitment especially regarding this use of single-use plastics and none recyclable materials.

Insurance

It is the trader's responsibility to ensure they have their own appropriate Public & Product liability for items. It is the Gallery's responsibility to ensure traders have suitable insurance in place so as not to prejudice the Council's insurers' right to subrogation.

Semi-precious gems

The Gallery understands that sourcing gemstones ethically are complex. However, The Gallery expects that the trader will have carried out to the best of their ability ethical checks when purchasing semi-precious gems.

I agree to the conditions of this agreement.

Consignor's Signature & Date _____

Hartlepool Art Gallery Staff & Date _____