



# LOUIS JOEL GALLERY

## Gallery Shop

### Terms & Conditions – 2023

#### ABOUT THE GALLERY SHOP

Louis Joel Arts & Community Centre (LJAC), in the City of Hobsons Bay, develops and maintains a diverse program of creative exhibitions, workshops and programs.

Submissions are invited from artists, makers and designers interested in selling their work in LJAC's Gallery Shop for a three-month period e.g. June – August, September – November, December – February, March – May.

Artists working in any art form are eligible to apply. This includes but is not limited to textiles; ceramics; jewellery; paper craft; woodwork; painting; drawing.

Preference will be given to work from artists living in, working in, or inspired by Melbourne's west or First Nations peoples from anywhere.

Louis Joel Arts & Community Centre is located on the traditional lands and waters of the Bunurong people, close to Altona Beach, Altona Pier, the historic Altona Homestead and cafes, bars and restaurants of Pier Street.



<b>ELIGIBILITY TO APPLY</b>	<p>LJAC welcomes established and emerging artists, designers, artisans, creators, and makers of all genres, from Melbourne's west and further afield. Preference may be given to applicants from the City of Hobsons Bay and Melbourne's west and to First Nations peoples.</p> <p>Any art form is eligible for consideration. This includes but is not limited to: textiles; ceramics; jewellery; paper craft; woodwork; painting; drawing. There are no application fees.</p>
<b>APPLICATION PROCESS</b>	<p>Application forms are available from the LJAC website.</p> <p>Complete and email your application form to: <a href="mailto:admin@ljac.com.au">admin@ljac.com.au</a> This includes agreeing to these Terms &amp; Conditions.</p> <p>All applicants will receive a confirmation email of the acceptance of their work.</p>
<b>SELECTION CRITERIA &amp; ASSESSMENT PROCESS</b>	<p>Applications will be assessed using the following criteria:</p> <ul style="list-style-type: none"> <li>• The Application Form is complete. Incomplete forms will not be considered.</li> <li>• Images of the work have been provided.</li> <li>• Quality of the work</li> <li>• Salability</li> </ul> <p>LJAC will make the final decision on the success of applicants, the work selected, its presentation and length of time in the Gallery Shop. All applicants will be notified of the outcome of their application via email.</p> <p>The decision of the assessment panel is final, and no correspondence will be entered into. The assessment panel reserves the right to exercise its discretion in excluding any material deemed offensive or contrary to the nature of LJAC, which is an open and inclusive organisation.</p>
<b>SUCCESSFUL APPLICANTS</b>	<p>Successful applicants will be sent:</p> <ul style="list-style-type: none"> <li>• A confirmation email, outlining dates of delivery and collection</li> <li>• A Sales List &amp; Payment Details Form</li> </ul> <p>No items will be accepted for sale until a seller returns their completed Sales List &amp; Payment Details form</p>
<b>ONLINE SALES UPCOMING</b>	<p>LJAC aims to select items to be photographed and promoted for sale via the <a href="http://www.ljac.com.au">www.ljac.com.au</a>. Postage and handling fees will be in addition to sale price and an added cost to the buyer.</p>

<b>DELIVERY &amp; POSITIONING OF SALES ITEMS</b>	<p>All items accepted for sale must be delivered to the Louis Joel Arts &amp; Community Centre on the delivery date nominated in the Confirmation email.</p> <p>Any variation to this must be agreed in writing by LJAC.</p> <p>Positioning of all sales items is at the sole discretion of LJAC. LJAC reserves the right to redeploy Gallery Shop display cabinets to support Joel Gallery exhibitions if required.</p> <p>Sellers are encouraged to provide their own display support stands if required for their sales items e.g. mannequin heads; jewellery stands. Any sales items requiring hanging must be ready to hang.</p>
<b>SALES TAGS</b>	<p>Each item accepted for sale must be tagged with a sales code: usually the applicant's initials, an item number and the price. These sales codes must be noted on the Gallery Shop Sales List &amp; Payment Form.</p>
<b>SALES &amp; COMMISSION</b>	<p>LJAC will manage all sales. The sale price of each item must be nominated on the Gallery Shop Sales List &amp; Payment Details form. Please price your items to allow for commission.</p> <p>Selling options:</p> <ul style="list-style-type: none"> <li>a) Rental of shelf for a period of three months for \$50 (to be paid up-front) + 20% commission on sales to LJAC</li> <li>b) Individual items, without rental of space, will attract 30% commission on sales to LJAC</li> <li>c) First Nations artists/creators will not be a hire fee, and will attract 10% commission on sales to LJAC</li> </ul> <p>Income from sales (less LJAC's sales commission) will be paid via electronic transfer using the bank details provided by sellers on the Gallery Shop Sales List and Payment Details form at the end of each month. No cash reimbursements will be made.</p>
<b>PROMOTION</b>	<p>Information provided by sellers in their application will be used to create promotional materials such as flyers and social media posts. LJAC will create a brief statement about each seller for display in the Gallery Shop using information provided on a seller's application form. LJAC reserves the right to edit the information provided.</p>
<b>INSURANCE &amp; RISK</b>	<p>LJAC's public liability insurance covers the venue. Seller's work is not covered for damage or theft. While all care and attention is given by LJAC sellers sell their work in the Gallery Shop at their own risk of loss or damage. LJAC is locked at night and has a security alarm.</p>
<b>STORAGE</b>	<p>There is no on-site storage available. LJAC does not have the capacity to store a sellers' work before or after display in the Gallery Shop.</p>
<b>REMOVAL OF ITEMS</b>	<p>Items will be removed from display and collected by the seller at the end of the</p>

	<p>three-month period, unless otherwise specified by LJAC. An email confirming the removal date will be sent to sellers. LJAC reserves the right to decide when items in the Gallery Shop are removed from sale. An email confirming the removal date will be sent to sellers.</p> <p>Items are not to be removed from the Gallery Shop by the seller without LJAC knowledge.</p>
<b>PACKAGING &amp; WASTE</b>	<p>Sellers must remove all packaging and other waste from LJAC. Any variations to this must be agreed in writing with LJAC.</p>