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**QArts Gallery Gift Shop Policy**

*Art Racks & Merchandise Table Space Options*

**How it works:**

* Must be a QAA member in good standing. For consideration, please email us at [info@quincyartma.org](mailto:info@quincyartma.org). Kindly provide a brief description of your merchandise, along with 3-5 photos. All artwork/artisan pieces must be original. No resale of manufactured merchandise is allowed. All items are subject to committee review and may be declined for this program. You will receive a response within a few days.
* **Volunteering in the gallery once a month is required. Please sign up**  [here](https://signup.com/client/invitation2/secure/9570076256941240108/true" \l "/invitation) **or on our website. Choose a Thursday 2-5 pm, or Saturday or Sunday 12-2 PM or 2-5 PM.**

Bring a buddy, have fun, and meet and greet gallery visitors. Super-simple sales training provided. Selling your own work is easier when people get to meet who made it. If we don’t have coverage, we don’t have an opportunity to sell your work, and the gallery will be forced to closed. Please be reminded that the gallery is managed and operated solely by volunteer members of the QAA.

* Upon approval, a $50.00 table/rack fee is required for a six-month period, effective with payment on the first day of any month. Fee is non-refundable. With our easy online payment option, you will receive a reminder 10 days prior to your renewal date.
* As a courtesy, we are waiving any processing fees from your sales.
* Artists must provide their own display rack. QArts Gallery will provide table space, and packaging, gift bags, jewelry boxes and/or pouches depending on purchases.
* Absolutely no framed work is permitted. Flat pieces should be presented on a backboard with or without a mat and inserted into clear protective sleeves.
* Artists/artisans must deliver an inventory list that includes prices for all items.
* Art must be labeled on the back with name, media, and price. Items must be tagged or labeled with name, item description and price.
* It is strongly suggested you provide a rack card to introduce yourself. A bio, artist statement, or QR code are acceptable for display.
* You are responsible for periodically checking and restocking your items.
* If any rack appears neglected or empty, we will contact you. It will be removed from the floor after one week if the issue remains unaddressed.
* Payments to artists/artisans are dispersed at the end of each month.
* You may opt out at any time.**OK, sign me up for the QArts Gallery Gift Shop!** I agree to adhere to the policy above. Please initial. \_\_\_\_\_\_

*Tear off and submit this portion of the QArts Gallery Gift Shop policy. (Rev. 3/23)*

Business Name Date

Contact Name

Address City State Zip

Cell Phone Email