



Mooreville Arts Gift Shop Prospectus- 2017

Welcome to the Mooreville Arts Gift Shop! We are excited that you are submitting your artwork for selection to be displayed for sale. Because we have limited space, selection will be based on quality, size, originality, and diversity. Please refer to and follow the prospectus below when selecting your items, filling out your MA Gift Shop Inventory Sheet, and preparing your items for intake. Complete all portions of your inventory form prior to bringing your items to each seasonal intake. Only artists displaying in the gift shop will be allowed to display their business cards in the gift shop. Key items to remember are:

- **You must use your MA Gift Shop Artist Number. If you do not have one, send an email to: MoorevilleArtsGiftShop@gmail.com prior to your first intake date.**
- **All items must be submitted in a bin/container with a lid large enough to hold all items. This container must have your name on the side and lid.**
- **All items must be listed on your copy of the MA Gift Shop Inventory Sheet prior to intake. You may submit your inventory sheet electronically to MoorevilleArtsGiftShop@gmail.com 24 hours prior to intake rather than handwriting each item.**
- **A ¾" yellow dot (such as Avery #5462) with artist number, item number, and price MUST be attached to each item.**
- **We must have a registration form signed by you in our records (see page 3)**

AM I ELIGIBLE TO SUBMIT ITEMS TO THE GIFT SHOP?

All members of Mooreville Arts are eligible to participate. Participants in the gift shop who volunteer to docent at least 4 hours a month will be charged a 20% commission. Participants who do not volunteer to docent each month will be charged the normal 30% commission. Mooreville Arts is a volunteer based organization. Volunteering as a docent will help insure the gallery is open. Every day the MA depot is open increases the opportunity for your items to be sold. Also, being a docent is one of the easiest and enjoyable methods to volunteer.

WHAT ART WORK IS ACCEPTABLE?

Any item in the gift shop must be original in concept, design and execution by the artist. Work produced or copied from published photographs, advertisements, websites, art books, other artists' work, copy written images, commercial or mass-produced molds or patterns, novelty and/or decorative crafts or kits are not acceptable. High quality prints, gift items, and note cards of original artwork are acceptable.

Mooreville Arts reserves the right to exclude items deemed inappropriate, not in good taste, works not properly prepared for display, works too large to display, or works that require special installation or care. Items that fit the following categories are acceptable for submission:

- **2D**
 - Should not exceed 20" X 20" (including frames if applicable)
 - Print rack items not to exceed 20" X 20" and must be wrapped and have a firm backing for support such as mat board or foam core
 - Suggested items (not restricted to the list below):
 - ◆ Original paintings and drawings
 - ◆ Prints
 - ◆ Photography
 - ◆ Note cards
- **3D**
 - Should not exceed 15" X 15"
 - Suggested items (not restricted to the list below):
 - ◆ Pottery
 - ◇ Artistic

- ◇ Functional (i.e. mugs, bowls)
- ◆ Jewelry
- ◆ Glass
- ◆ Sculpture
- ◆ Wood work
 - ◇ Carvings
 - ◇ Boxes
 - ◇ Turned works
- ◆ Fabric art – must be your original design
 - ◇ Quilt wall hangings and/or blocks (not to exceed 20”X20”)
 - ◇ Wall hangings
 - ◇ Scarves
 - ◇ Batiks
- ◆ Gift items such as mugs featuring your original art

WHAT PRICE CAN I CHARGE?

Although you are free to set your own prices, past sales history indicates that items less than \$150 sell much faster.

HOW MANY ITEMS CAN I HAVE IN THE GIFT SHOP?

In order to ensure a greater diversity of artists and items, the quantity you can have in the gift shop will be based on how many items are submitted within each product category, the size of items, and the actual physical layout available.

WHEN DO I SUBMIT AND PICK UP MY WORK?

Contents of the gift shop will be swapped out seasonally in January, May, September, and November. Intake days to bring your items to the depot for review correspond to the intake days for that month’s exhibition. Refer to the Mooresville Arts website and the monthly Palette Patter for actual dates and times. If you cannot bring your items in on one of those two days, you may schedule an appointment for early intake during regular business hours the week of intake by sending a request to MooresvilleArtsGiftShop@gmail.com. However, your request **must** be sent at least 24 hours prior to your desired early intake date and time.

Your items must be available for the entire season. Because space is limited and diversity of items is being emphasized, there is a possibility that some items received will not be selected for display. If some of your items are not selected, you will receive an email with instructions on how to pick them up.

Pickup days at the end of each season for unsold items are the same as the exhibit intake days for that month. Works not picked up within 15 days will become the property of Mooresville Arts. You may have someone pick up your work during pick-up hours. For your safety, you must send an email to OfficeMooresvilleArts@gmail.com two business days prior to pick-up stating who will pick up your artwork.

HOW DO I SUBMIT MY WORK?

There are six key things you must do to submit your work for consideration:

- **You must use your MA Gift Shop Artist Number on each item. If you do not have one, send an email to: MooresvilleArtsGiftShop@gmail.com prior to your first intake date.**
- **All items must be submitted in a bin/container with a lid that is large enough to hold all items. Make sure your full name is on both the container and the lid.**
- **All items must be listed on your copy of the MA Gift Shop Inventory Sheet prior to intake. (see sample at end of prospectus). Please keep a copy of your Inventory Sheet(s) for your records. You may submit your inventory sheet electronically to MooresvilleArtsGiftShop@gmail.com 24 hours prior to intake rather than handwriting each item.**
- **3D items must be wrapped to keep them safe from damage during transport.**
- **All items must be securely labeled following the instructions below. (see sample at end of prospectus) Note: All labels must contain your MA member #, the Item #, and the price. If space permits, include the title of the item.**
- **Optional: Include your business cards with your inventory sheet to be displayed in the gift shop.**

Consideration should be taken with framing and presentation of items. Any 2D works larger than 12” X 12” must be wired for hanging or have mounting hardware. Saw tooth hangers can be used for smaller, lighter items. Items that are framed and

matted must be neat, clean and in good repair. Prints (i.e. Giclée) and printed note cards that are not originals must be labeled as such.

WHAT HAPPENS WHEN MY ITEMS SELL?

Notification of items being sold and payment for sales occurs monthly.

LIABILITY:

Mooresville Arts will do everything possible to keep each piece safe. However, submission of an item to the gift shop is at the artist's own risk. It is suggested that an artist wanting protection insure his or her own art (some homeowner's policies may include protection and should be checked).

REPRODUCTION RIGHTS:

Mooresville Arts reserves the right to photograph any work for publicity or promotional purposes only. No compensation is provided for this use.

REGISTRATION FORM:

The following form must be signed and returned to Mooresville Arts to have your artwork displayed in the Mooresville Arts Gift Shop. Once on file at MA, you do not need to resubmit your signed registration form.

I understand and agree to all the terms and conditions of entry described in this prospectus. I further pledge that all artwork I submit is of my own original creation in concept, composition, and execution. I also accept that I am submitting my items at my own risk.

Name: _____ MA Member Number: _____

Email: _____ Phone Number: _____

Mailing Address: _____

Signature: _____

Instructions to Fill Out Inventory Sheets and Labels



The Mooresville Arts Gift Shop

Inventory Sheet

Name: _____ Jane Doe _____ MA Member Number: _____ 153 _____

Email: _____ Jane@gmail.com _____ Phone Number: _____ 704-555-5555 _____

Mailing Address: _____ 1234 South St. Mooresville, NC 28115 _____

Welcome to the Mooresville Arts Gift Shop. Refer to and follow the Mooresville Arts Gift Shop prospectus when filling this form out and presenting your items to be displayed in the gift shop. Although we highly recommend you use Word to input your information, we will accept handwritten information. Handwriting must be legible. Please keep a copy for your records.

Each item, including notecards and notecard packs, must have a unique item number selected by you.

Please leave the three yellow columns blank.

Type Categories: C = Card(s), J = Jewelry, T = Tiles, 2DO = 2D Original, 2DP = 2D Print, 3D = Any 3D Item (mugs, pottery, etc.), F = Fabric. If you don't know what type to indicate for an item, feel free to leave it blank.

Artist #	Item #	Title	Medium	Type	Price	Staged	Date Out	Sold (Y/N)
	1	Sudden Spring	Watercolor	2DO	\$125			
	2	Dragonfly	Necklace	J	\$85			
	3	Dragonfly Bowl	Pottery	3D	\$90			
	4	Spring on the Majestic Mountain	Giclée print	2DP	\$35			
	5	Note cards	Note cards	C	\$3.50			

1. Fill out the top portion of the inventory form. If you don't have your unique Mooresville Arts member ID, contact ***MooresvilleArtsGiftShop@gmail.com***
2. Enter the item number - You determine the item number.
3. Enter the title or type of the item.
4. Enter the medium
5. Enter the price
6. **Do not fill in the yellow areas marked "Date In," "Date Out," or "Sold"**

7. Label each item based on your inventory sheet.
8. **Required:** All works must be securely labeled with a ¾" yellow dot (such as Avery #5462). See instructions below.
9. Optional: You may also use one of the following label options:
 - Smaller items - Marking tags 1 ¾ " or larger (such as Avery 11014 with string) must use label format shown below. Each tag must contain the following information
 - MA Member ID #
 - Item Number
 - Price
 - Larger items - Business card size label taped to front of item – must use attached label format

Required: Removable Yellow Dot

Attention: All items must have a ¾" yellow dot (such as Avery #5462).

The yellow dots are used after the sale of an item to identify the artist, the item, and the price of the sale. Without the yellow dot, we have no way of tracking who should get paid for a sold item. These dots must be removable. Do not fold them to make them stay on your artwork.

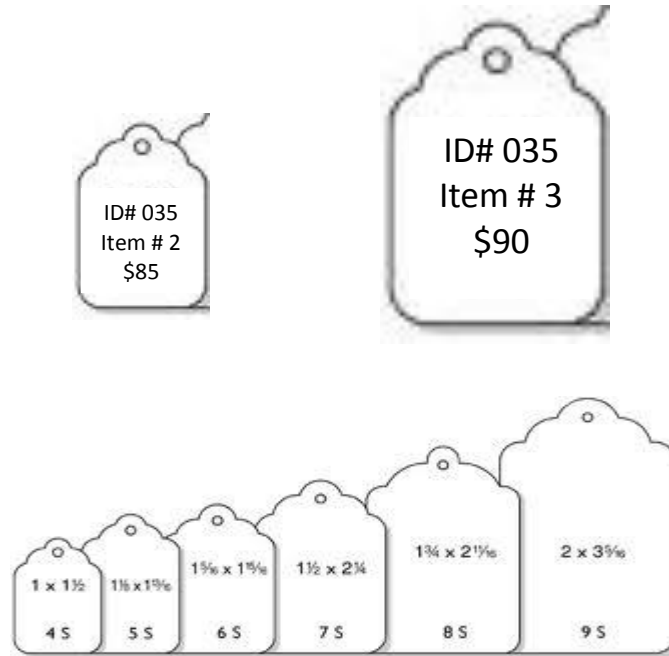
The following information must be on the yellow dot in this order:

1. Top line: Three Digit Artist ID# (in this example, artist number 035, **not 35**). Listing your 3 digit number first will insure you get credited for sales of your artwork.
2. Second line: Item number (selected by you)
3. Third line: Price



Optional Sample Marking Tags with Strings for Smaller Items

Marking tags can be used on small items that will not hold the yellow dot. The yellow dot should be attached to the marking tag. These tags must be firmly attached to the item, must have a string, and must contain the following information:



Optional Sample Business Card for Larger Items

Since it is left on your item after purchase, a business card sized label on larger items is highly encouraged. This label will allow the buyer to have your contact information available in the event they want to purchase more of your work. The label should include: the name of your artwork, your name, medium, artist & item number, price, and either your email address or website.



Sudden Spring

Artist Name: ___ Jane Doe _____
Medium: ___ Watercolor _____
Artist #: ___ 035 ___ Item #: ___ 1 _____
Price: ___ \$125 _____
Email/website: abc@gmail.com _____



Spring on the Majestic Mountain

Artist Name: ___ Jane Doe _____
Medium: ___ Giclée Print _____
Artist #: ___ 035 ___ Item #: ___ 4 _____
Price: ___ \$35 _____
Email/website: abc@gmail.com _____