

GALLERY SHOP CONSIGNMENT ARTISTS



APPLICATION FORM

Name:

Business Name (if different from above):

Mailing Address:

Contact phone number:

Email address:

Website:

MEDIUM

Please check one below:

- ☐ Oil/Acrylic ☐ Pastel ☐ Watercolor ☐ Clay/Ceramic
☐ Fiber ☐ Glass ☐ Jewelry ☐ Mixed Media ☐ Wood

Other (Please specify):

PLEASE INCLUDE THE FOLLOWING ATTACHMENTS TO THIS APPLICATION:

1. Digital Images – Five images emailed with completed application.
2. Retail Price List for all images submitted including the title, dimensions, materials, and price. (split is 60/40 – artist keeps 60%)
3. Brief Artist Bio which includes the following information: artistic background, work experience or education; current galleries and/or shops.
4. Artist Statement describing the technique used in the creation of the works.

Artists are chosen for DFAC's Gallery Shop by a Jury Committee which meets every other month. We use the jury system to ensure that the work displayed in the Gallery Shop is of the highest possible quality in terms of concept, style, skill, and presentation.

Artists will receive notice via email of the jury's decision. If accepted the email notice will include the consignment contract which must be signed prior to any work being displayed or sold in the Gallery Shop. There is an annual \$25 fee to consign in the DFAC Gallery Shop; DFAC membership is not required.

Please submit this application and required materials to Adrian Smith at adrian@dfac.org. If you have questions about the process, please contact Adrian Smith via email.



HELPFUL GUIDE TO DUNEDIN FINE ART CENTER GALLERY SHOP PROCESS:

1. Visit the DFAC Gallery Shop in advance to ensure it is the correct market for your work. The GS at DFAC is small and cannot take large works or hold large amounts of inventory.
2. Visit the DFAC website and familiarize yourself with the organization.
3. Honor commitments you make to the Gallery Shop. If you must change an appointment, please give as much notice as possible. Please be punctual as the manager often has multiple artist appointments each day.
4. Patience is a virtue; please do not send multiple emails and messages without allowing for a reasonable time to respond.
5. All communication is via email; no texts, calls, voice mails or social media messages will be considered official.
6. Do not pop into the Gallery Shop unannounced with new works expecting to be seen. Do not bring your portfolio or ask to show the staff or manager images on your phone. All meetings are by appointment only.
7. Please review the entire contract prior to the meeting to understand policies and procedures.
8. Please be mindful of deadlines when the Gallery Shop requests updated paperwork, bio information, etc.
9. Events at DFAC are not the time to conduct your gallery business, including bringing in artwork, taking out artwork, moving your items, etc. Please arrange appointments via email at a time beneficial to both you and the GS manager.
10. Be respectful to staff and volunteers who work very hard to show and sell your works.

