

GIFT SHOP SUBMISSION GUIDELINES

- Members may submit up to:
 - 5 2D works
 - 5 bin works
 - 10 cards
 - 10 fine craft items

The committee may then request more items of a style or type of item. These maximum submission numbers are set considering space limitations, season, and an effort to display a variety of artists and works.

- The committee juries works, not the artist. Works are juried individually. If an artist's work is accepted it is not an indication that all their submissions are now accepted going forward.
- An Artist's membership must be current. This can be done via the website or at the time of entry.
- Submissions may be dropped off at the NAA during gallery hours up to the end of the day prior to Jury Day. Check the NAA website for a calendar of Holidays when the NAA is closed. Submissions are not accepted on Jury Day.
- Completed entry forms must accompany your submission. These forms can be found on the website in the PDF Library or at the gallery office.
- Artists will be notified via email if their item(s) were accepted or rejected.
- Artists are paid 65% of the sale price. The commission for member-authored books is 80%.
- Checks for commissions over \$20 are issued monthly, under \$20 are issued quarterly. Therefore it is not our policy to notify Artists when a piece sells.
- All accepted items will be kept for a maximum of 5 months. If items have not sold after 5 months, we will request that you pick up the work at which time you may submit new work for the jury. This allows us to keep the shop "fresh." Items may be removed sooner at the discretion of the Gift Shop Committee.
- When pricing your items keep in mind the Gift Shop is meant for small works at a lower price point than NAA Exhibitions. Gift Shop sales are typically for items under \$200.
- Jewelers are responsible for the upkeep of their pieces, i.e. silver and gold polishing. We don't want to be responsible for damaging a piece.
- Cards must be packaged in clear cellophane bags that **fit** the card. We will have a stock of bags in different sizes for artists to purchase.
- 2D works meant to hang should have appropriate hanging mechanism. No standing picture frames. If works don't have wire they need to have a way to display them. Consult NAA show guidelines for reference.
- When choosing items to submit to the gift shop please keep the following in mind: Would you pay the asking price for it? Is it in top saleable condition? Are there marks or scratches on the frame? Is the mat clean? Are metal frame corners tight with no gaps? Is the packaging clean and fresh?