



## Gift Shop: Artist Information

**Thank you for considering placing your artwork in the Newburyport Art Association Gallery or Gift Shop. As an open-membership organization, we welcome all artists, regardless of their location, to become members and to submit original, appealing & high quality items for Gift Shop Review. In order to maintain the one-of-a-kind sense of the gift shop, NAA artist membership is by individual, not group or collaborative effort. Here are some things you need to know:**

**Gift Shop Submission drop-off days are the last week in February, April, June, August, September, October & November.** Please bring/send your work with submission form in a paper handle bag or box for secure storage prior to committee review. Remember to sign with the NAA staff member and keep your yellow copy of the form as a receipt/record.

You are welcome to submit (send, or leave at the gallery) **up to 5 sample works at a time** for review on these Gift Shop Submission days. All submissions must be from current NAA Members. Membership can be secured at time of gift shop entry or through our website: [Newburyportart.org](http://Newburyportart.org).

When admitted, you will be given a GS number, if you don't have one already. **Your submissions can also be shipped, insured**, c/o Gift Shop, NAA, 65 Water Street, Newburyport MA 01950.

**Artwork will be reviewed by an independent committee**, and you will get useful feedback to help you understand the kinds of things that do best in our shop and market. If your work, or some of your work is not accepted, you will be notified by mail and asked to respond promptly. We ask that you submit new work again for consideration, as sales patterns do change with seasons, traffic, etc. We will try to guide you in our feedback so that the Gift Shop is a fun, educational and profitable experience for you, the NAA and our visitors. Work not picked up within 10 days of notification, is considered abandoned property and title reverts to the NAA. Call the NAA if you need an extension.

The NAA takes work on consignment and pays the artist/craftsperson 65% of the sales price, taking a 35% sales commission for the NAA. Checks are sent monthly. For Member-authored books, the NAA commission is 20%.

If your work is accepted for Gift Shop placement, we estimate that **2-3 months would be a good trial** period. Alternatively, we may ask you to submit new work, or perhaps to wait a period before submitting fresh work. We will try to honor your display preferences, but that is not always possible, and the display committee gets final say in the process.

### NOTES:



# Gift Shop: Submission & Evaluation Form

**Name**

**(Print):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Zip:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **e-Mail:** \_\_\_\_\_ **Your**

**Gift Shop #:** \_\_\_\_\_

Name of Item: \_\_\_\_\_ Item #: \_\_\_\_\_ Medium: \_\_\_\_\_ Retail  
Price: \$ \_\_\_\_\_ .00

Name of Item: \_\_\_\_\_ Item #: \_\_\_\_\_ Medium: \_\_\_\_\_ Retail  
Price: \$ \_\_\_\_\_ .00

Name of Item: \_\_\_\_\_ Item #: \_\_\_\_\_ Medium: \_\_\_\_\_ Retail  
Price: \$ \_\_\_\_\_ .00

Name of Item: \_\_\_\_\_ Item #: \_\_\_\_\_ Medium: \_\_\_\_\_ Retail  
Price: \$ \_\_\_\_\_ .00

Name of Item: \_\_\_\_\_ Item #: \_\_\_\_\_ Medium: \_\_\_\_\_ Retail  
Price: \$ \_\_\_\_\_ .00

**Please keep track of your item numbers. Each replacement or repeat item must be given a fresh number.**

**INSURANCE & ARTIST'S RESPONSIBILITY:**

Accepted works will be handled with all possible care. NAA provides insurance up to 65% of retail value declared by the artist from the day of receipt of the artwork to the final scheduled pick up of artwork not accepted, work accepted, or delivery of, and payment for, work sold to a buyer. The artist bears all responsibility for loss of, or damage to, work not picked up by the end of the scheduled pick up period. Artists will be charged a \$20 late fee for work left beyond the pick up period, unless prior arrangements are made with the office. Please provide notification in advance if someone else is picking-up for the artist. Submission of an entry constitutes agreement with all the terms of these shows. NAA takes a 35% commission on sales. NAA is not responsible for work not removed by pick up date. Artist grants rights to use of images for publicity and website listing. Website thumb-nails are protected from enlargement by embedded grids, watermarks, and low-bit resolution.

**Artist Signature:** \_\_\_\_\_ **NAA**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**(Artist keeps yellow copy)**

**NAA REVIEW: Y/N.** \_\_\_\_\_

\_\_\_\_\_

**Juror #1** \_\_\_ **Juror #2** \_\_\_ **Juror #3** \_\_\_ **Juror**

**#4** \_\_\_

**Summary**

Originality: \_\_\_\_\_

\_\_\_\_\_

Market

Suitability: \_\_\_\_\_

\_\_\_\_\_

Price

Range: \_\_\_\_\_

\_\_\_\_\_

Quality: \_\_\_\_\_

\_\_\_\_\_

**Other Comments:** \_\_\_\_\_ Notice

Sent: \_\_\_\_\_

**NAA Hours: Daily: 11-5, Sunday 1-5, Call to verify, if traveling a distance: 65 Water Street; 978-465-8769**



## **Gift Shop Procedures.....**

**Gift Shop Receiving** happens the end of the month, late February, April, June, August, September, October & November. Jury days are the Tuesdays following these weeks.

### **Drop Off & Submission...**

1. Artists should fill out the special, two-part Receiving Form at each submission. Be sure the artist clearly identifies each item, price, and keeps the yellow copy. Sign the form and have a staff member co-sign.
2. Artists should self-address one blue Artist Notice card, and leave it with their submissions.
3. Put each artist's submissions with their forms in one, paper, handle bag.

4. Submissions that don't fit into the top two shelves in the office can go into bins in the cellar.
5. Artists may request a photo copy of the NAA Artist Log Sheet to check against their own records.

## **The Jury Process...**

is usually the first Tuesday of the month following receiving weeks as noted above. The GS Committee sets up a series of jury-process tables and works 9 a.m.-3 p.m. six or seven Tuesdays a year. After the submissions are laid out on tables, one medium at a time, the jurors each note their recommendation on the Artist Submission Forms. The Out-Take Volunteer then attaches a small tracking slip to the top right corner of each submission form: **green for accepted work, yellow for unaccepted work.** This is for internal, not public, use.

**In-Take Volunteer** works carefully enough to be sure all accepted (green) items are logged onto artists' sheets, proper item numbers assigned, and correct prices noted. She gives unaccepted (yellow) artist submission sheets to the...

**Out-Take Volunteer** then fills out the blue notice cards for both accepted and unaccepted work, puts in unaccepted into the Cellar bin, and passes accepted items onto the...

**Tagging Volunteer**, who prints out the item labels or tags to be attached to the accepted items for display and places on the Display table for the Display Team to arrange in the gift shop.

**Display Volunteers** check to be sure all items are tagged correctly and so noted on the check slip on the top of each submission form, which is returned to the logging desk, after they have put items on display. Extra items that do not fit into the current display may be stored in the under-storage or the bottom shelf plastic box of the jewelry display. Older work that is taken out of the gift shop, needs to go to the In-Take and Out-Take Volunteers for logging and cellar bin pick-up.

## **Artists Picking up Their Work.**

**All work must be logged out of the Gift Shop Ring Binder**, with both an artist and a staff signature to verify this has been done. No exceptions! Work to be picked up is stored in the NAA cellar which is clean and dry. It is in alpha-sorted bins for the staff or gallery sitter to easily find.