



## Call to Artists and Makers: Gift Shop Program

After long thought and careful consideration, the Board of Directors of the Pembina Hills Arts Council are ready to re-open the gift shop with a new artist-centered plan. The focus of this new dynamic program is on allowing artists to be in control of their own artwork. It will be managed by the PHAC-directed volunteer Gift Shop Committee who will accept applications and administer the gift shop program along with the help of PHAC staff. We are looking for artists who create cards, jewelry, pottery, wood, textiles, glass, and other various handmade artisanal objects to participate in this revamped program. **You do not need to be a member of the Pembina Hills Arts Council to apply, however discounts do apply for those who are members.** This is still a relatively new venture, approaching the end of its first year, and there are bound to be adjustments as we progress. We are looking for artisans who are interested in participating in this exciting endeavor.

### Program Details:

- No commissions – artists retain 100% of their sales! (10% discount for members)
- You do not need to be a member of PHAC to apply
- Space is limited, so apply early
  - See attached application form for details.
- The revised program will be based on a rental system (3-months at a time, payable up front)
  - \$25/month for a 5-foot display space
  - \$20/month for a shelf in the locked and lighted jewelry display case
  - There are options for longer rentals, call us to discuss
  - Payment is due before artwork can be displayed
- **Artists may coordinate sharing of the rental space, however only one artist may sign the rental form and will be responsible for maintaining the space.**
- Artists do their own inventory, merchandise labeling, and display
- The gift shop will be open during PHAC business hours (currently that is Tues-Friday 12-5pm and 10-4pm on Saturdays)
- Artists are encouraged to promote their craft/business by participating in a weekend demonstration/display one weekend per month and through any other means they have.
- PHAC will promote the program by providing limited online marketing through Facebook and Instagram, a page on the PHAC website where each vendors name and website (if available), with a brief description will be posted. PHAC will also purchase advertisements where budgets allow.
- In the event of an abundance of applications for any of the intake periods, applications will be reviewed for quality and uniqueness, otherwise spaces will be assigned on a first to come, first-served basis.
- **Intake and Display Timelines**
  - Applications for intake will be accepted throughout the year, and if space allows, display can be negotiated up to the 15<sup>th</sup> of the month ending each quarter (March, June, September, and December for rentals beginning the following quarter.) Vendors have first choice of whether or not they will renew their assigned stall, and must give their decision by the 15<sup>th</sup> of the month ending each quarter (see above dates). There is no guarantee of availability, so applying early is recommended.

### Acceptance Criteria:

- Artist must submit all the application documents as requested and agree to all the terms and conditions outlined.
- Artist must have enough inventory to stock and replenish a 5-foot linear space.
- Upon acceptance artist must pay full amount of rent for 3-month term to secure their spot.



#### Other Items of Note:

- The Gift Shop is NOT an exhibition opportunity, rather a chance for artisans to have a consistent venue to showcase their craft and generate income
- PHAC will consider purchasing select cards outright. Please indicate if you are interested in this opportunity.
- The PHAC is not liable for lost, damaged, or stolen inventory.
- Images of your products may be used in promotion in print or on the website or on social media, but we cannot guarantee your display will be represented in chosen images.
- At the end of the 3-month term artist will have option for renewal based on their sales and at the discretion of PHAC staff and volunteers.
- There is no refund for rent if an artist decides to remove their inventory earlier than the 3-month term.
- PHAC Board of Directors and staff reserve the right to restrict content.

#### Labels and Pricing:

- Each participant will be entirely responsible for their own inventory.
- Each participant will deliver their products to the Arts Council marked with our **provided template labels** including vendor number, brief product description and price, including applicable taxes (as per the Government of Manitoba's website, children's clothing <14 years; food and beverages are PST exempt. Please see this article for more details:  
<https://www.gov.mb.ca/finance/taxation/bulletins/030.pdf>)
  - All artists are responsible for charging the appropriate PST and remitting this to the government. PHAC will not be held responsible for vendor tax remittance issues.

#### Submission Checklist:

- Filled out application form
- 3-5 digital images that best represent your product(s)
- Artist statement, biography, and/or CV, selections of which may be posted to the PHAC website or in the Artist's display area
- Optional: Headshot of artist

#### Submission Process:

- Fill out & submit application form
- A PHAC staff member or volunteer will contact you about the availability of space for the rental period applied for
- If accepted, sign rental agreement and pay rental fee
- Label artwork with PHAC-provided labels and set up your display



### Gift Shop Program Application Form

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ CELL: \_\_\_\_\_

EMAIL: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

Please indicate if you would like a space in our jewelry case (limited) or one of our regular gift shop display spaces (please circle one):  Jewelry Case  5-foot Space  Cards Only

Please list the types of items you would like to sell if accepted:

I, \_\_\_\_\_ (print name) have read over and agree to the terms and conditions in the Gift Shop application package. I take full responsibility for any loss or damage to my work while on display at the Pembina Hills Arts Council gift shop.

\_\_\_\_\_

\_\_\_\_\_

Signed Artist/Artisan/Craftsperson

Date

**For Rental Period (circle one):**

Jan-Mar    Apr-Jun

Jul-Sep    Oct-Dec

**Display Stall Requested (circle one):**

Jewelry Case:    GS01    GS02    GS03    GS04

5-Foot Space:    GS05    GS06    GS07    GS08    GS09    GS10    GS11

                         GS12    GS13    GS14    GS15    GS16    GS17    GS18

                         GS19    GS20