

Gallery Shop

Terms & Conditions

ABOUT THE GALLERY SHOP

Louis Joel Arts & Community Centre (LJAC), in the City of Hobsons Bay, develops and maintains a diverse program of creative exhibitions, workshops and programs.

Submissions are invited from artists, makers and designers interested in selling their work in LJAC's Gallery Shop.

Artists working in any artform are eligible to apply. This includes but is not limited to: textiles; ceramics; jewellery; papercraft; woodwork; painting; drawing.

Preference will be given to work from artists living in, working in or inspired by Melbourne's west.

Louis Joel Arts & Community Centre, located on the old Altona Hospital site, is close to Altona Beach, Altona Pier, the historic Altona Homestead and the cafes, bars and restaurants of Pier Street.



Louis Joel Arts & Community Centre

5 Sargood Street Altona 3018

t: 03 9398 2511

e: gallery@ljac.com.au

w: ljac.com.au

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| <p>ELIGIBILITY TO APPLY</p> | <p>LJAC welcomes established and emerging artists, designers, artisans and makers of all genres, from Melbourne’s west and further afield. Preference may be given to applicants from the City of Hobsons Bay and Melbourne’s west.</p> <p>Any artform is eligible for consideration. This includes but is not limited to: textiles; ceramics; jewellery; papercraft; woodwork; painting; drawing.</p> <p>There are no application fees. However, all sales attract 20% sales commission.</p> <p>Applicants must complete the application process in full before their application is considered.</p> |
| <p>APPLICATION PROCESS</p> | <p>Both steps of the application process must be completed in full.</p> <p>Incomplete and/or handwritten applications will not be considered.</p> <p><u>STEP 1:</u> Complete and email your application form to: admin@ljac.com.au</p> <p>This includes agreeing to these Terms & Conditions.</p> <p>Application forms are available from the LJAC website.</p> <p><u>STEP 2:</u> Upload up to three images of your work to www.wetransfer.com and send to gallery@ljac.com.au</p> <p>Applicants will be sent an email confirming that their application has been received.</p> |
| <p>SELECTION CRITERIA & ASSESSMENT PROCESS</p> | <p>Applications will be assessed using the following criteria:</p> <ul style="list-style-type: none"> • The Application Form is complete. Incomplete forms will not be considered. • Images of the work have been provided. • Quality of the work • Saleability <p>LJAC will make the final decision on the success of applicants, the work selected, its presentation and length of time in the Gallery Shop.</p> <p>All applicants will be notified of the outcome of their application via email. The decision of the assessment panel is final and no correspondence will be entered into.</p> <p>The assessment panel reserves the right to exercise its discretion in excluding any material deemed offensive or contrary to the nature of LJAC, which is an open and inclusive organisation.</p> |
| <p>SUCCESSFUL APPLICANTS</p> | <p>Successful applicants will be sent::</p> <ul style="list-style-type: none"> • A Confirmation Letter for signature noting dates for Delivery of Sales Items & Collection of Unsold Stock • A Sales List & Payment Details Form <p>No items will be accepted for sale until a seller returns their signed confirmation letter and a completed Sales List & Payment Details form</p> |

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| <p>DELIVERY & POSITIONING OF SALES ITEMS</p> | <p>All items accepted for sale must be delivered to Louis Joel Arts & Community Centre, 5 Sargood St, Altona on (not before) the delivery date nominated in the Confirmation Letter. Any variation to this must be agreed in writing by LJAC.</p> <p>Positioning of all sales items is at the sole discretion of LJAC. LJAC reserves the right to redeploy Gallery Shop display cabinets to support Joel Gallery exhibitions if required.</p> <p>Sellers are encouraged to provide their own display support stands if required for their sales items e.g. mannequin heads; jewellery stands. Any sales items requiring hanging must be ready to hang.</p> |
| <p>SALES TAGS</p> | <p>Each item accepted for sale must be tagged with a sales code: usually the applicant's initials, an item number and the price. These sales codes must be noted on the Gallery Shop Sales List & Payment Form.</p> |
| <p>SALES & COMMISSION</p> | <p>The sale price of each item must be nominated on the Gallery Shop Sales List & Payment Details form.</p> <p>LJAC will manage all sales. Items sold will attract a 20% sales commission. Please price your items to allow for this. EFTPOS is available.</p> <p>No item is to be removed by the seller without the knowledge of LJAC.</p> <p>Income from sales (less LJAC's 20% sales commission) will be paid via electronic transfer using the bank details provided by sellers on the Gallery Shop Sales List and Payment Details form. No cash reimbursements will be made.</p> |
| <p>PROMOTION</p> | <p>Information provided by sellers in their application will be used to create promotional materials such as flyers and social media posts.</p> <p>LJAC will create a brief statement about each seller for display in the Gallery Shop using information provided on a seller's application form. LJAC reserves the right to edit the information provided.</p> |
| <p>INSURANCE & RISK</p> | <p>LJAC's public liability insurance covers the venue. Seller's work is not covered for damage or theft. While all care and attention is given by LJAC sellers sell their work in the Gallery Shop at their own risk of loss or damage.</p> <p>LJAC is locked at night and has a security alarm.</p> |
| <p>STORAGE</p> | <p>There is no on-site storage available. LJAC does not have the capacity to store a sellers' work before or after display in the Gallery Shop.</p> <p>Sellers must abide by the dates nominated in their Confirmation Letter for the delivery of sales items and the collection of unsold stock. Any costs incurred by LJAC due to late removal of unsold items such as storage will be the responsibility of the Seller and may be taken from their sales income.</p> <p>Any variations to this must be agreed in writing with LJAC.</p> |
| <p>PACKAGING & WASTE</p> | <p>Sellers must remove all packaging and other waste from LJAC. Any variations to this must be agreed in writing with LJAC.</p> |