



GALLERY OF BC CERAMICS POLICY

Representing the Best of BC Ceramics

Potters Guild of BC Membership:

The Gallery is owned and operated by the Potters Guild of British Columbia; a non-profit society. The Gallery furthers the PGBC mandate of education and encouraging new talent while providing a venue for ceramic artists to sustain a livelihood as potters. Your Potters Guild of BC membership is *not* a gallery membership. The PGBC membership entitles all individual members to sell mugs in the gallery year round, apply for the gallery's annual retail & exhibition juries and apply to participate as the non-juried PGBC monthly Featured Artist. All ceramics, retail & exhibition are subject to Quality Standards.

Gallery Retail & Exhibitions Sales:

To sell in the gallery retail (juried artists, member's mugs, Featured Artists), you must be an individual member of the PGBC, with membership in good standing and a resident of BC. To participate and sell in a gallery exhibition, you must be an individual member of the PGBC, with membership in good standing.

Juried Retail Artists:

Your inventory must be of a cohesive body of work as per your juried approval.

Contact Information:

When you are juried into the gallery, please email your current artist statement & self-portrait image to staff@bcpotters.com. Please notify staff of any changes to your address, phone number or email. If, after doing everything reasonable, we are still unable to locate you after six months, any proceeds from sales of your work will be donated to the PGBC.

Commission:

The Artist will retain 50% of the retail price of any piece sold. All ceramics must be for sale and available for discounts: Guild Member discount 10%, GIBCA discount 10%, Staff Discount 25% and Customer Appreciation Holiday Sale discount 25%. Artists are always paid 50% of the original retail value. All discounts are absorbed by the gallery.

GALLERY OF BC CERAMICS

Representing the Best of BC Ceramics

A non-profit gallery owned & operated by the Potters Guild of British Columbia
1359 Cartwright Street, Granville Island Vancouver B.C. V6H 3R7
Gallery ph.604.669.3606 email.staff@bcpotters.com
www.bcpotters.com



Annual Review: Juried Artists' Sales Requirements:

To maintain the viability of the gallery, all work will be reviewed annually in order to establish it meets gallery standards, especially regarding quality. Each juried artist is expected to generate a minimum of \$ 1,500 retail sales per year. As all discounts are absorbed by the gallery, sales policy equals artist consignment portion of \$750 annually. If you do not meet the gallery sales requirements, your work will be culled from the gallery. All artists culled from the gallery are welcome to re-jury.

Monthly Artist Consignment Payment:

Payment for gallery sales is mailed by the 15th of the month following the month of sales. Your PGBC Membership dues will not be deducted from any gallery consignment sale cheques. When your PGBC membership dues are not up to date, consignment cheques are withheld until membership is renewed.

Professionalism:

The Gallery of BC Ceramics advises that your retail prices should be consistent among all your retail, studio and craft sales.

Customer requests:

Are for ceramics you currently carry with the gallery but we are out of stock. Customer requests are generally sent out with your consignment cheques so you can include them in your next gallery delivery. Sometimes staff will phone or email you customer requests.

Special Orders:

Are for large orders of your regular stock (ie: an entire dinnerware set). In the event the customer changes their mind (which can happen), these regular stock ceramics would go back into your inventory.

Commission request:

If a customer requests an item that is *not* part of your regular stock, staff will forward the commission request to you (with customer contact info). *Should you chose to make this commission request*– you are responsible to communicate and coordinate details & payment with the customer directly. The gallery does not take a fee.

GALLERY OF BC CERAMICS

Representing the Best of BC Ceramics

A non-profit gallery owned & operated by the Potters Guild of British Columbia

1359 Cartwright Street, Granville Island Vancouver B.C. V6H 3R7

Gallery ph.604.669.3606 email.staff@bcpotters.com

www.bcpotters.com



6-12 month rule:

It is important for all artists that the Gallery looks as fresh as possible.

Delivery of ceramics:

All work must be appropriately labeled and accompanied by an inventory sheet or it will not be accepted. We request that all artists phone or email to let us know approx delivery date. Your Gallery Code starts with four letters: Artist's first 3 letters of last name and then 1st letter in first name followed by numbers: Mugs & Cups:100-199, Bowls: 200-299, Plates & Platters: 300-399, Vases: 400- 499, Teapots: 500-599, Sculptures: 600-699, Tiles:700-799, Exhibition: 1000-1999. Do not re-use old codes: *If you change your price or description you must change the code number.*

Shipping:

The artist is responsible for all inventory shipping costs (received and returned).

Breakage:

The Gallery will pay the artist the full amount of all breakage for which our customers or staff are responsible. Gallery staff have the right to refuse any extremely fragile work.

Insurance:

In the event of a natural disaster, such as an earthquake, the gallery is not responsible for any damage to ceramics that are on the premises.

Inventory:

If you have been juried in, you are expected to keep us stocked monthly with your work.

Ceramics Only:

The gallery exists to feature the best of BC ceramics and therefore any non-ceramic material must be an integral part of the design and function.

New Style of Work other than what is juried: Please contact gallery manager.

GALLERY OF BC CERAMICS

Representing the Best of BC Ceramics

A non-profit gallery owned & operated by the Potters Guild of British Columbia

1359 Cartwright Street, Granville Island Vancouver B.C. V6H 3R7

Gallery ph.604.669.3606 email.staff@bcpotters.com

www.bcpotters.com



GALLERY OF BC CERAMICS POLICY

Agreement:

This Gallery policy constitutes an agreement between individual artists and the gallery. Artists selling in the gallery are required to have a signed copy of this policy on file to indicate they have read the policy and agree to have their work in the gallery on this basis. By signing the Gallery Policy you give permission to the PGBC to use images of your works in promotional materials and/or social networking sites. The Gallery policy is subject to change.

Instructions for ceramic deliveries:

- Phone or email approx delivery date
- Ceramics must have accurate and complete inventory sheet
- All ceramics must be clearly stickered with gallery codes & prices
- If you change the price or description of an item you must change the code number as well
- Gallery staff has the authority to refuse ceramics that do not meet the gallery's Quality Standards.

I have read and accept the conditions of the Galley Policy.

Artist signature: _____ Date: _____

Artist name (please print): _____

GALLERY OF BC CERAMICS

Representing the Best of BC Ceramics

**A non-profit gallery owned & operated by the Potters Guild of British Columbia
1359 Cartwright Street, Granville Island Vancouver B.C. V6H 3R7
Gallery ph.604.669.3606 email.staff@bcpotters.com
www.bcpotters.com**