



## BOX OFFICE ARTISAN STORE

### ARTISAN RETAIL AT ALBANY TOWN HALL

217 York Street, Albany | 08 6820 3850 | [www.artsandculture.albany.wa.gov.au](http://www.artsandculture.albany.wa.gov.au) | [arts@albany.wa.gov.au](mailto:arts@albany.wa.gov.au)  
Open Tuesday - Saturday, 10am to 5pm, School Holidays & Public Holiday Mondays

#### ABOUT

The Box Office Artisan Store is a small artisan retail space of 11m<sup>2</sup> housed in the newly re-opened Albany Town Hall. We aim to stock this new retail space with unique and exclusive wares, designed and handmade in the Great Southern. We wish to support and promote the creativity and excellence of the region's artisans in our prime visual arts presentation venue in the heart of Albany's main street. We are constantly on the lookout for local quality products and accept applications at anytime.

#### ENQUIRIES

For any questions or queries regarding the Box Office Artisan Store, please contact the Arts and Culture Team via (08) 6820 3740 or email [arts@albany.wa.gov.au](mailto:arts@albany.wa.gov.au)

#### HOW TO SELL YOUR PRODUCTS WITH US

1. Complete and return the "Box Office Store Consignment Form" including all the requirements on the checklist (see below) to the Arts and Culture Team via email ([arts@albany.wa.gov.au](mailto:arts@albany.wa.gov.au)) or in person at the Town Hall.
2. The Arts and Culture Team will review your submission. Once an application form has been submitted you will receive an email confirmation within 5 business days. If you do not receive a confirmation, please contact the Vancouver Arts Centre on (08) 6820 3740.
3. The Arts and Culture Team will advise you on the success of your application within 4 weeks of receipt of your application, and if successful an appointment will be made with you to view your product.
4. You deliver approved product to Box Office Artisan Store with a completed Consignment Note.
5. Arts and Culture team approves Consignment Note and accepts delivery of product. Please note that only a member of the Arts and Culture Team has authority to approve and receive delivery of Consignment Note and associated Product.
6. At the end of each month you will be sent an email outlining stock that has sold in the store. You will then issue a tax invoice to the Administration Officer - Arts and Culture for payment of your sold products.

#### SELECTION CRITERIA

When considering new suppliers and/or products, the following criteria are applied:

- Designed and made in the Great Southern Region (preference will be given to products made in the Great Southern).
- Calibre of design (aesthetic).
- Quality of craftsmanship and finish
- Scale of artwork (only small scale works will be considered due to the size of the store)
- Is the product unique from other products stocked in the Box Office Artisan Store?
- Is the product available for sale elsewhere? (preference is given to products offered for sale exclusively in the Box Office Artisan Store).

#### TERMS AND CONDITIONS

##### APPLICANTS

All applicants must be at least 18 years of age.

##### PRESENTATION OF PRODUCTS

The appearance of the retail space is curated by the Arts and Culture Team. The presentation of products within the retail space is at their discretion.

##### PRODUCT CONDITION

All stocked items will be approved the Arts and Culture Team who retain the right to refuse any products.

The Box Office Artisan Store will not display products received in a broken or damaged condition.

All painted artworks need to be dry prior to delivery.

Products need to be of an enduring standard. All complaints regarding faulty craftsmanship will be directed to the Supplier.

Products deemed to be offensive or malicious in content will be ineligible for presentation.

##### CONSIGNMENT NOTES

Products must be delivered with an accompanying completed Consignment Note. Failure to present the Consignment Note upon delivery will result in products not being accepted for sale. Incomplete or incorrect Consignment Notes (and associate products) will not be accepted.

A copy of the Consignment Note signed by the Arts and Culture Team as received will be given to Supplier as proof of receipt of product.

**PERIOD OF CONSIGNMENT**

Products are to be issued on consignment by the Supplier to the Box Office Artisan Store on a six-month period. Any products not sold after a three month period may be returned to the supplier in order to keep stock fresh.

**PRICING**

All products must be delivered with pricing attached (stickers or swing tags) that include Suppliers name and retail price. All product labels must be legible and professional.

**COMMISSION**

The Box Office Artisan Store retains a 25% commission (+10% GST) on all consignment sales. Both the artist price ( excluding 25% commission) and retail price (including 25% commission) for a single (unit) product is to be listed on every Consignment Note.

**LOSS OR DAMAGE**

The Box Office Artisan Store will assume full responsibility for any consigned product lost, stolen or damaged while in its possession. Products will be covered for insurance only from the point that they have safely arrived at the Box Office Artisan Store until they are ready for collection.

In the event of loss or damage that cannot be restored, the Supplier shall receive the same amount as if the artwork had been sold at the retail price. The Supplier shall be responsible for all repairs to product necessitated by Artist's/Supplier's faulty workmanship.

The Supplier is responsible for their own insurance during delivery and collection of the product to the Box Office Artisan Store.

**TERMINATION**

Either party may terminate the consignment period in writing at any time. Notification of termination by the Arts and Culture Team or the Supplier must occur via written notification by either party. Collection of a product can occur ten (10) working days from the receipt of such notification, and arrangements must be made with the Arts and Culture Team beforehand.

**PAYMENT**

All product sales will be on consignment with product charges to be set by the Supplier.

All products will attract a 25% (+10% GST) commission and should be considered by the artist when determining the final product price.

The Supplier will be sent a Sales Statement via email ONLY each month outlining stock sold at the Box Office Artisan Store. It is then the responsibility of the Supplier to issue a Tax invoice to the Arts and Culture Team for payment of product sold.

Payment terms for Supplier invoices are 30 days from date of receipt of invoice via Electronic Funds Transfer to nominated bank account noted on the invoice. Supplier must complete a City of Albany 'Creditor Update & Application Form' to be registered in the City's finance system.

**PROMOTION**

The Supplier grants the Box Office Artisan Store the right to photograph products and use photographs for publicity and promotional purposes. The Supplier agrees to supply the Box Office Artisan Store with any additional materials that may be needed to promote a product.

*The terms of this Box Office Artisan Store Consignment Application are valid for an on-going period of time that the Supplier has stock held at the Box Office Artisan Store.*



# BOX OFFICE STORE CONSIGNMENT APPLICATION

Box Office Store  
217 York Street, Albany | 08 6820 3850 | www.artsandculture.albany.wa.gov.au | arts@albany.wa.gov.au

The Box Office Artisan Store accepts applications for new stockists at any time. We are constantly on the lookout for high quality, unique handmade and bespoke items, and where possible, we try to showcase artisans and designers from the Great Southern Region. Please consider the store's guidelines when completing this application.

### APPLICANT DETAILS

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

ABN: \_\_\_\_\_ GST Registered :  Yes  NO

*Please note: If you do not have an ABN, please provide an Australian Taxation Office 'Statement by Supplier' form with this application. Statement by Supplier forms can be downloaded from the ATO website: <https://www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn/>*

### PRODUCT DETAILS

Brief product description (including materials used): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are your products hand-made in the Great Southern? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please provide details/links to your business/works where possible (i.e. Website, Facebook, Instagram, other): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### DECLARATION

I the applicant, declare the above information is correct in all respects, at the time of lodgement of this application with the Box Office Artisan Store. I agree to the conditions outlined in this Box Office Artisan Store Consignment application and Box Office Artisan Store 25% consignment fee incurred from the items sold on consignment through the Box Office Artisan Store. Please note this application DOES NOT GUARANTEE your products will be stocked in the Box Office Artisan Store.

#### Checklist:

- Completed Box Office Artisan Store Consignment Form
- Completed and attached 'Statement of Supplier Form' if the supplier does not have an ABN
- Images of proposed product (no more than 3MB in size - 5 images max)
- Proposed product listing and pricing (no more than half an A4 page)
- Artist Statement - Product information (no more than 150 words)

Supplier Name: \_\_\_\_\_

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

OFFICE USE ONLY

Application approved:  Yes  No Name of authorised officer: \_\_\_\_\_

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



# BOX OFFICE STORE CONSIGNMENT NOTE

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### CONTACT DETAILS

Individual/ Business Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Bank Details: \_\_\_\_\_ Account No. \_\_\_\_\_ BSB \_\_\_\_\_

ABN: \_\_\_\_\_ GST Registered :  Yes  NO

### PRODUCT DETAILS

**Retail Unit Price is calculated as follows: (Artist price + 25% commission) + 10% GST = Retail Price**

*For example: If the artist price for an item was \$100 then the retail price would be:*

*\$100 (artist price) + \$25 ( 25% commission) = \$125 + 12.50 (10% GST) = \$137.50 (Retail price)*

**An easy way to calculate the retail price is to multiply the Artist price by a factor of 1.375 e.g. \$100 x 1.375 = \$137.50 (Retail price)**

Artist Unit Price (excl. commission)	Retail Unit Price (Artist price x 1.375)	Item Description (Include dimensions)	Quantity	Total Artist Price (excl. commission)
<b>TOTAL</b>				

### NOTES:

### CONFIRMATION OF CONSIGNMENT RECEIVED

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

Received by: \_\_\_\_\_ Date: \_\_\_\_\_