OFFICIAL

THE PHARMACY ART STORE

AT THE VANCOUVER ARTS CENTRE

85 Vancouver Street, Albany | 08 6820 3740 | www.artsandculture.albany.wa.gov.au | arts@albany.wa.gov.au
Open Monday - Friday, 10am to 4pm

ABOUT

Nestled within the historic Vancouver Arts Centre (formally the Albany Cottage Hospital), The Pharmacy Art Store stands as a dynamic retail establishment, occupying the former pharmacy room. Our mission is to curate a diverse collection of art, artisanal goods and art supplies crafted and designed in the Great Southern Region. Our commitment lies in nurturing and supporting artists, fostering a vibrant community hub where creativity flourishes. Continously scouting for high-quality products, we welcome applications from local artisans/artists and creatives at any juncture.

ENQUIRIES

For any questions or queries regarding The Pharmacy Art Store, please contact the Arts and Culture Team via (08) 6820 3740 or email arts@albany.wa.gov.au

HOW TO SELL YOUR PRODUCTS WITH US

1. Complete and return the "Pharmacy Art Store Consignment Application" including all the requirements on the checklist (see below) to the Arts and Culture Team via email (arts@albany.wa.gov.au) or in person at the Vancouver Arts Centre.
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 The Pharmacy Art 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 Pharmacy Art Store - The City of Albany 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
- Is the product unique from other products stocked in The Pharmacy Art Store?
- Is the product available for sale elsewhere? (preference is given to products offered for sale exclusively in The Pharmacy Art 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 discrection.

PRODUCT CONDITION
All stocked items will be approved by the Arts and Culture Team who retain the right to refuse any products.
The Pharmacy Art 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 Pharmacy Art 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 Pharmacy Art Store retains a 25% commission (+ GST) on all consignment sales. Both the artist price (excluding 25% + GST commission) and retail price (including 25% + GST commission) for a single (unit) product is to be listed on every Consignment Note.

LOSS OR DAMAGE
The Pharmacy Art 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 Pharmacy Art 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 Pharmacy Art 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% (+ 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 Pharmacy Art 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 registed in the City's finance system.

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

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

Privacy Collection Notice
The City of Albany collects your personal information to deliver services and meet our legal obligations under relevant laws.

We handle your information in line with the Privacy and Responsible Information Sharing Act 2024. Your information is stored securely, kept only as long as needed, and may be shared with other government agencies if required or permitted by law.

You can request access to or correction of your personal information at any time.

Contact:
City of Albany Privacy Officer
Phone: 08 6820 3000
Email: prisproject@albany.wa.gov.au

CONSIGNMENT APPLICATION

The Pharmacy Art Store
85 Vancouver Street, Albany | 08 6820 3740 | www.artsandculture.albany.wa.gov.au | arts@albany.wa.gov.au

We are continously scouting for high quality products for The Pharmacy Art Store, and welcome applications at any time.
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 Pharmacy Art Store. I agree to the conditions outlined in this Consignment application and The Pharmacy Art Store 25% + GST consignment fee incured from the items sold on consignment through The Pharmacy Art Store.
Please note this application DOES NOT GUARANTEE your products will be stocked in The Pharmacy Art Store.

Checklist:

- ☐ Completed The Pharmacy Art 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:_____

CONSIGNMENT APPLICATION

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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) + 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 (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. comission)
		TOTAL		

NOTES:

CONFIRMATION OF CONSIGNMENT RECEIVED

Supplier Signature:_____ Date:_____

Received by: _____Date: _____