 Goulburn and District Arts and Crafts Inc. Trading as Gallery on Track

**If paid at the Gallery:** Paid by:

Card / cash / cheque / bank transfer

(circle one)

Date Paid: ………………………………

Received by (volunteer name)

…………………………………………….

Date membership approved…………………..

Member # allocated ………………………………

ABN 23 462 827 448

PO Box 193, Goulburn NSW 2580 Phone:0248227889

email: galleryontrack@gmail.com

Annual fee $30

APPLICATION FOR MEMBERSHIP 2019 – 2020

*Subject to approval by the GDAC Committee*

*Applicants should return this page to the Gallery and retain the attached ‘Information for Members’ document.*

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone/mobile \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business name (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Art/craft form(s) practised \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**⃝ I wish to place items of my work for sale in the Gallery**

(The Gallery commission of 35% is reduced to 20% for members who mind the Gallery as indicated below)

⃝ YES, I have read and agree to the terms and conditions for displaying/selling work on consignment

as listed in the attached ‘Information for Members’ document.

My bank details:

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_BSB \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_A/c number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**⃝ I will mind the Gallery for 1 x 6 hour shift OR 2 x 3 hour shifts every 4 weeks (please indicate)**

 Preferred day(s) Wednesday Thursday Friday Saturday Sunday

**I am paying my membership fee of $30 (please indicate)**

⃝ by bank transfer to GDAC BSB: 032 721 Account number: 158234

 Include full name

⃝ by cheque made out to GDAC – bring with form to the Gallery or send by post with form to

Membership Secretary, GDAC, PO Box 193, Goulburn NSW 2580

⃝ by card at the Gallery

⃝ by cash at the Gallery

**Signed and dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**OFFICE USE ONLY**

**Payment checked \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Member details updated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**



INFORMATION FOR MEMBERS

Goulburn & District Arts & Crafts Inc (GDAC), trading as Gallery on Track, is a non-profit incorporated association, managed by a volunteer Committee of Management. It was established in 2002 and in 2012 moved to its current premises in the heritage Railway Barracks in Blackshaw Road, Goulburn.

The Committee of Management comprises 4 office-bearers – President, Vice-President, Treasurer and Secretary – and up to 5 ordinary members, elected at the Annual General Meeting.

AIMS AND OBJECTIVES

(from our constitution)

To provide its members with a facility that contains meeting and workshop spaces and includes exhibition and sales opportunities in its annual programming.

To offer the facility for broader community and individual use that is aligned with the vision of the organisation and that has the capacity to generate self-sustainability.

To facilitate a calendar of events that meets objectives as above with the aim of showcasing and promoting the activity of the membership and other users.

BENEFITS OF MEMBERSHIP

**(Only financial members may access these benefits)**

Opportunity to display and sell your work in the Gallery

Opportunity to be considered for our Artist of the Month Exhibition Program

Opportunity to hire our workshop space for classes and meetings

Being involved in Goulburn’s vibrant Arts and Crafts Community

The Gallery relies on income generated from membership fees, commission on sale of work sold at its premises, use of the workshop space and other fund-raising activities held during the year.

Members are encouraged to volunteer their time at both a management level and by assisting with day-to-day tasks, such as working a shift in the Gallery and maintaining the garden. Active participation by members will ensure Gallery on Track is a lively, interesting and creative space.

All members are invited to attend the Gallery’s Artist of the Month openings, usually held on the first Sunday of the month, the Christmas party held early in December, the annual AGM and any special general meetings, and other events that may be held throughout the year.

28 February 2019, amended 7 May

**DISPLAY and SELL your work in the Gallery**

Members may sell their work on consignment in the Gallery subject to the following terms and conditions:

1. GDAC will take reasonable care of all items during the period of consignment but cannot accept responsibility for loss or damage.
2. Items are selected and displayed at the discretion of the Gallery’s Selection and Display Committee. Members are therefore asked not to rearrange the display.
3. Items offered on consignment must be the original work of the consignor.
4. Commercial or mass-produced items, including items made from commercial kits, are not acceptable
5. In the interests of maintaining a wide variety of items on display in the Gallery, the Selection Committee may limit the number of any one design of items such as prints and cards.
6. Items must be professionally presented and soundly constructed. If a sold item is returned because of construction issues it is the consignor’s responsibility to repair it.
7. Items that may need to be washed must have a care label attached.
8. Items must be delivered with an invoice and each item must have a Gallery on Track swing tag attached (refer to Presentation of items for Sale document). Each item will be barcoded, a process which may take up to two weeks.
9. The consignor must advise GDAC if they do NOT wish to have images of their work used for publicity purposes beyond a certain date.
10. A commission of 20% will be charged on items placed by members who mind the Gallery for one six-hour shift (or two three-hour shifts) every 4 weeks. A commission of 35% will be charged on items placed by members unable to work a shift in the Gallery.
11. Notice of sales for the previous month will be provided by the 14th of the following month, and monies due for those sales will be paid to the consignor’s bank account by that date.
12. An item accepted for sale on consignment will be held at the Gallery for a minimum of two months. After this period the Selection and Display Committee may use its discretion to request items to be removed.
13. Items not collected within three months of the request by GDAC for removal of the items will be disposed of at the Gallery’s discretion.
14. The consignor may remove unsold items at any time, provided a list of items removed is left on the desk in the office
15. The consignor is responsible for delivery of items to the Gallery and for collecting unsold items.
16. These terms and conditions can be varied by the Management Committee as and when desired for reasons deemed to be relevant and appropriate by the Management Committee. Members will be informed 30 days before these changes come into effect.

**ARTIST OF THE MONTH Exhibition Program**

There will be a number of monthly exhibitions held at the Gallery throughout the year. Members wishing to be considered for an Artist of the Month exhibition should contact the Curator (currently Carol Divall TEL 02 4821 2572 or caroldivall@hotmail.com) with a brief proposal, including a title and sample images of the work to be offered. Acceptance of the proposal and the timing of the exhibition will be at the discretion of Curator in consultation with the Selection and Display Sub-committee. Once the artist’s proposal has been accepted a letter will be sent formalizing the arrangements and outlining the responsibilities of both the artist and GDAC.

Before submitting a proposal, artists should be aware that they will be expected to:

* Provide information for publicity purposes within a certain time frame
* Provide a list of the exhibition items, with prices, a minimum of 2 weeks before the exhibition opening to allow time for barcoding of the items
* Be responsible for dismantling the exhibition

Further information will be provided in the letter of invitation and in consultation with the Curator and the Program Administrator (currently Cathy Hutton at cathy.hutton15@gmail.com)

**Hiring our WORKSHOP premises**

(known as the Crib Room from the building’s Railway Barracks days)

The GDAC premises include a space measuring approximately 6 x 8m suitable for workshops, classes and meetings. Trestle tables and chairs are available and there is access to a kitchen.

**Workshops and Classes**

A member may book the space for giving a workshop or class for an activity that relates to the aims and objectives of GDAC. There will be a hire fee of $22 per day ($25 per day after 1 July 2019) which may be increased for activities that require special arrangements, which is to be paid by the tutor, and an amenities fee of $2 to be paid by each participant per day. The class may be publicized through the Gallery’s newsletter and website if the timing is appropriate but it is the tutor’s responsibility to promote the class and to collect tuition fees.

**Meetings**

Members may hire the space for special interest meetings. An amenities fee of $2 is payable by each participant.

**Bookings can only be accepted on the completion of the booking form by the member responsible for the hire and the placement of the booking in the Diary kept by the Curator**

Before making a booking the member should be aware that he/she will be responsible for:

* Making the hire payment at the time of booking
* Collecting the amenities fee from participants and placing the money in a safe place at the end of the day
* Leaving the workshop space and kitchen clean and tidy.

***If you wish to make a booking for the workshop space please contact*** ***the Curator*** ***(currently Carol Divall TEL 02 4821 2572 or*** ***caroldivall@hotmail.com******) and a booking form including further information will be provided.***

**PRESENTATION OF ITEMS FOR SALE**

The following are guidelines for Members delivering items to be offered for sale at the Gallery:

Items are to be left on the table just inside the front side door of the Gallery’s office. Items will be assessed for suitability by the Selection and Display Committee. If items are deemed to be outside the guidelines, the artist will be advised and asked to collect their items.

Each item is to have a Gallery on Track swing tag attached. Swing tags are for sale at the Gallery’s Counter – 10 for $1.00 and each item is to be listed on the invoice you leave with your item/s. \*\*More details below.

The swing tag must have the artist’s name and a brief description of the item (preferably no more than 3 words), all above the line – see example below.

Underneath the line, you can enter the 6 digit item number and your sale price – please note this handwritten information under the line, will be covered by the wraparound barcode sticker once processed. PLEASE NOTE: Your sale price is the amount the customer will pay for your item so please ensure you calculate it to INCLUDE the commission which will be deducted by the Gallery when the item is sold - 20% if you work 1 x 6 hour shift or 2 x 3 hours shifts each four weeks, 35% if you do not work a shift.



The six-digit item number is a combination of your 3 digit allocated artist number followed by your 3 digit item number. When you begin with the Gallery, your very first item number will be your 3-digit allocated artist number followed by 001. Each item is to be given a different 6 digit number **EXCEPT** in the case of items which are the same and have the same price, when the items will share the same 6 digit number.

The Square system now in use makes “grouping” of like items possible. For example, if you have a quantity of items which are the same or the same except there is a variable ie. colour and they bear the same sale price, these items will be placed under the same barcode number. An example would be 4 pairs of earrings with the same price but each of a different colour, they would be barcoded with the same number and 4 varieties – in this case the colour – would be entered into the inventory system.

If an artist brings in a further quantity of an item which is the same as some which have been previously barcoded, then that barcode should be used again with the additional quantity being the adjustment which will be made to the inventory listing by the Barcoder.

\*\*Each delivery of item/s must also include an “invoice” which lists the artist’s name, allocated artist 3 digit number and date of delivery together with the item/s’ brief description (a maximum of 3 words will be typed onto the barcode label), the 6 digit number and your sale price. You should keep a duplicate copy of the invoice/s.

**PLEASE NOTE THAT IF YOUR ITEM NUMBERS ARE INCORRECT, THE GALLERY WILL CORRECT AND ALTER THE ITEM NUMBER/S ON YOUR INVOICE AND ON THE PRINTED BARCODE LABEL. YOUR INVOICES AND ANY CORRECTIONS MADE TO THEM ARE KEPT ON FILE UNDER YOUR NAME SO IF REQUIRED, YOU CAN ASK TO ACCESS YOUR FILE.**

Once your items have been delivered to the Gallery, deemed acceptable to be offered for sale in the Gallery, been entered into the Gallery’s inventory and had a barcode label added to their swing tag, members of the Selection and Display Committee will move them to the Gallery for display or to the shelves in the office to wait for appropriate space to become available in the Gallery.

**SPECIAL ORDERS: There are occasions when a customer will request a special order from an artist. These requests are recorded in the Message Notebook at the counter and artists are advised of any order which comes in via the Gallery. When the item has been delivered to the Gallery, IT MUST GO THROUGH THE SAME PROCESS AS ABOVE, BEFORE BEING AVAILABLE TO SELL TO THE CUSTOMER WHO ORDERED IT. CUSTOMERS ARE NOT TO BE ADVISED THEY CAN PICK UP THEIR ORDER UNTIL AFTER IT HAS BEEN ENTERED INTO THE SQUARE INVENTORY AND A BARCODE LABEL PLACED ON ITS SWING TAG. Once Special Orders have been processed, a note advising same will be written in the Message Notebook.**

**REMOVAL OF ITEMS FROM THE GALLERY**

The artist may remove all or any of their unsold items at any time provided a list of items to be removed is left on the desk in the office. This list must include the artist’s name and number, the date, the BARCODE number and a brief description of the item/s being removed. If the items are being removed on a TEMPORARY basis, please ensure that is clearly written on the list (to ensure those items are not permanently removed from the inventory).

The Selection Committee will decide if and when items which have not sold will be removed from the Gallery following the initial two month display period. When items are removed from the Gallery, the artist is contacted, usually by email, and asked to come in and collect the particular items which will have been placed on the low table in the office. If an artist does not collect their items within three months of being contacted, they agree that GDAC can dispose of these items at their discretion.