

# GOULBURN & DISTRICT ARTS & CRAFTS INC trading as



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**Open Wed-Sun 10am to 4pm**

## **INFORMATION FOR MEMBERS**

Goulburn & District Arts & Crafts Inc (GDAC), trading as Gallery on Track, is a not-for-profit incorporated association, managed by an elected volunteer Committee of Management. It was established in 2002 and in 2012 was 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 association 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** (for financial members only)

- 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, hire 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, help in maintaining the garden and/or assisting with building maintenance, painting etc. Active participation by members will ensure that 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 any other events that may be held throughout the year.

### **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.
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 (supplied by the artist)
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 bar-coded, 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.
10. A commission of 20% will be charged on items placed by members who do duty at 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 14<sup>th</sup> 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 two months of the request by GDAC for removal will be disposed of at the Gallery's discretion. (see Removal of Items)

14. The consignor may remove unsold items at any time, provided a list of items removed and the set of swing tags is left in the Blue Box to be found on the computer desk in the office.
15. The consignor is responsible for delivery of items to the Gallery and for collecting unsold items.
16. Pricing of your articles – the Gallery will not accept articles for sale at less than \$10 (cards excepted). The consignor should think carefully about the price they are asking, and remember to factor in the commission that the Gallery will take out of that price. We do not want to over-inflate our prices, but we do think that prices should reflect the work that you have invested in your items.
17. 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

### 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. Please remove all packaging materials from the Gallery after delivering items.

Each delivery of item/s must be accompanied by an Invoice which lists the artist's name, the artist's membership number and the date of delivery, together with a brief description (a maximum of 3 words will be typed onto the bar-code label), the six digit number and the sale price. The consignor should keep a duplicate copy of the invoice/s.

**NB:** the 6 digit item number is a combination of your membership number followed by your 3 digit item number. When you begin with the Gallery, your very first item number will be your membership number followed by 001. Each item will have a different 6 digit number **EXCEPT** in the case of items which are the same and have the same price: in this case the items will share the same 6 digit number.

Each item is to have a Gallery on Track swing tag attached. Swing tags are for sale at the Gallery's counter – 10 for \$1.50 and each item is to be listed on the invoice you leave with your item/s.

Your 6 digit Item number and sale price is written on the front of the tag below the Gallery Logo. The reverse of the swing tag must have the artist's name and the date, above the line. Beneath the line, you can write a brief description of your item (preferably no more than 3 words) – please note this handwritten information will be covered by the wraparound bar-code sticker once processed – example below.

|   |
|---|
|  |
| 6 Blackshaw Rd Goulburn NSW   |
| Item No ...xxx001 .....   |
| Price .....\$45 .....   |

|                            |
|----------------------------|
| (back)                     |
| Date .....01/06/2022 ..... |
| Artist ...Jane Doe .....   |
| -----                      |
| Item description           |
| Blue ceramic pot.          |

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 bar-code label added to the swing tags, 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.

*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 will be used again with the additional quantity being the adjustment which will be made to the inventory listing by the Barcoder.*

### **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 ph: 02 4821 2572 or [caroldivall@hotmail.com](mailto: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 the Curator in consultation with the Selection and Display Sub-committee. Once the artist's proposal has been accepted a letter/email 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 at least 2 weeks prior to the opening date.
- Provide a list of the exhibition items, with prices, a minimum of 2 weeks before the exhibition opening to allow time for bar-coding of the items
- Be responsible, at the end of the exhibition, for collection of items on an agreed date (with the Curator)

## **HIRING of our WORKSHOP PREMISES**

(known as the Crib Room)

The GDAC premises include a space measuring approximately 6m x 8m suitable for workshops, classes and group 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 \$25 per evening and \$40 per day which may be increased for activities that require special arrangements, which is to be paid by the tutor. 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 groups. An amenities fee of \$2 is payable by each participant.

**Bookings can only be accepted after contact with the Curator (currently Carol Divall) and the completion of a 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:

- **Tutors** - Making the hire payment at the time of booking via a direct deposit to the Gallery's bank account or through Square in the Gallery.
- **Informal Groups** - Collecting the amenities fee from participants and placing the money in the safe.
- Leaving the workshop space and kitchen clean and tidy.

## **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 and the set of swing tags are left in the blue box near computer in the office. This list must include the artist's name and membership number, the date, the bar-code 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 to be 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.