

## **Terms and Conditions**

### **Handmade: Macrobert Arts Centre Christmas Gifts Online Shop 2020**

Due to operating during the Coronavirus pandemic Handmade 2020 is moving online. Items will be available for purchase online from [www.macrobertartscentre.org](http://www.macrobertartscentre.org) and collection from the venue. A small display in the venue will be available for viewing by cinema audiences only, when the venue is operational within Coronavirus restrictions. The venue will not be open for public to view items.

#### **We require applicants to:**

- [1] provide a minimum of 15 stock pieces to be held and managed by Macrobert Arts Centre at least 1 week prior to the opening date of the online shop
- [2] work with the Macrobert Arts Centre team to ensure that pricing of pieces is managed efficiently and effectively. Artwork should be priced to sell, from experience we suggest a ceiling of £100.00
- [3] provide a printed itemised stock list in an Excel document at least 1 week prior to the opening date of the online shop for all works to be sold by Macrobert Arts Centre.
- [4] deliver stock with an item code affixed to every individual stock item as referenced on the stock list using artist/business initials and item number e.g. AA01. Cards should be coded similarly including stock number e.g. AA01 1/10
- [5] give permission for all stock items to be photographed by Macrobert Arts Centre for online display purposes
- [6] support promotion of the Online Shop through engaging in social media and providing a short paragraph on your work/product line

- Macrobert Arts Centre will not accept liability for damage or loss to stock
- Payment for exhibition artwork will be processed through Macrobert Arts Centre payment systems only. Macrobert will retain a 25% commission rate on all sales. There will be no fixed charge to exhibit.
- Items will be available primarily for collection only from Macrobert Arts Centre. Postal enquiries will be handled on a case by case basis.
- The Macrobert team will package artworks for collection within agreed time slots.
- We will not accept stock that is not priced and accompanied with a full stock list as detailed above.
- Stock cannot be removed or replenished without prior notice of at least 24 hours mid-week. Stock cannot be left with Box Office staff unless otherwise agreed. Do not bring in any additional stock without prior consent as we will not accept responsibility for this.
- A small display will be created in Macrobert for viewing by Cinema audiences only when the venue is operational within Coronavirus restrictions. Allocation of space and placement of artwork or display stands are at the discretion of Macrobert Arts Centre staff.
- Macrobert Arts Centre Marketing Team will carry out marketing and promotional activity to support and build the success of the exhibition, including a range of digital communications and inclusion in any Christmas @ Macrobert press activity. We will use the information and images you provide and any links to your own websites/social media. Successful artists and makers are encouraged to publicise the exhibition and craft sale in their own networks.
- Artwork does not need to have a seasonal or Christmas theme.

- The online shop will operate so far as Coronavirus National Guidance allows, processes may be adapted as necessary to comply with local and national restrictions.

**How to Apply:**

To apply please submit an application form to [events@macrobertartscentre.org](mailto:events@macrobertartscentre.org) with 'Handmade Online Shop Application' in the subject heading.

**The deadline for submissions is 12pm on Mon 09 Nov 2020.**

**Selection Process**

The selection of work will be undertaken by a specialist team at Macrobert Arts Centre. Meeting the criteria will form the basis of the selection process as applicants must be willing to satisfy the requirements and agree to the terms and conditions above. We will also use our collective experience of what sells, suitability for the venue, the range of products to be offered and our commitment to local artists and makers to determine the best selection for the exhibition.

We will acknowledge receipt of your application via email.

We aim to be in touch with the outcome of submissions by the week of Mon 16 Nov 2020.

If you require further information or have any questions please contact [events@macrobertartscentre.org](mailto:events@macrobertartscentre.org)