



To the Designer, Product Representative, Publisher, Distributor, Supplier or Manufacturer,

Thank you for your interest in supplying to the NGV design store.

The NGV design store buying team are always looking for new products and suppliers and welcome all new submissions.

In order for the buying team to effectively review and determine if your product or publication is suitable, please follow the below parameters.

Please email a single PDF or Word document to [ngvdesignstore@ngv.vic.gov.au](mailto:ngvdesignstore@ngv.vic.gov.au) including the following information;

- Business trading name and contact details including contact person/rep, email, phone number and address
- An outline of your product or publication including;
  - Information on fabrications and materials
  - Available colours
  - Page numbers
  - Dimensions and weight
  - Country of origin
- Images of your product or publication
- Wholesale prices ex GST, RRP's, minimum order quantities (MOQ) and pack sizes
- Please note if stock is available for immediate order or otherwise note production timelines/release date
- Current stockists or other retailers are you approaching

Please note the NGV design store do not accept physical samples unless requested by the buying team. Submissions should not be discussed or submitted in person to the NGV design store sales staff or NGV front of house teams.

Due to the high volume of submissions we receive we are unable to return any printed matter submitted. Please allow up to two months for your product submission to be reviewed.

We look forward to receiving your submission.

Kind regards,

NGV design store buying team