

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

Thank you for your interest in The National Gallery of Victoria.

The NGV design store Buying team wish to receive information on new products and publications that allows an opportunity for the growth and improvement of the NGV's retail business.

To be able to review and determine if your merchandise or publication are suitable, please follow the below parameters to ensure your submission can be reviewed effectively and accurately by the Buying team;

Determine which of the below **two departments and contacts are applicable:**

<b><u>For Merchandise submissions please direct to:</u></b>	<b><u>For Publications submission please direct to:</u></b>
Sienna Thompson Merchandise Co-ordinator <a href="mailto:sienna.thompson@ngv.vic.gov.au">sienna.thompson@ngv.vic.gov.au</a>	Phillip Adams, Manager Planning, Books & Publications <a href="mailto:phillip.adams@ngv.vic.gov.au">phillip.adams@ngv.vic.gov.au</a>
Seema Ratna Merchandise Assistant <a href="mailto:Seema.Ratna@ngv.vic.gov.au">Seema.Ratna@ngv.vic.gov.au</a>	

Provide the following information in order to evaluate your submission:

1. Business trading name and contact details; contact person/rep, email, phone and address.
2. Information detailing your merchandise or publication.
3. Written statement giving us background information on your business.
4. Product/publication overview and high-quality images.
5. Wholesale prices, RRP's, minimum order quantities (MOQ), pack sizes, line sheet or catalogue – advising if stock is available; if not please advise release dates.
6. Information on fabrications, colours, materials, page numbers, size, weight, country of origin, etc.
7. Which retailers stock your merchandise or publication, or other retailers are you approaching.

***Please note the NGV design store do not accept physical samples unless requested from the Buying Team, and submissions should not be made directly to the NGV design store sales staff or any NGV front of house teams, as the sales team are focused on customer service. The sales environment is not the correct place to any submission.***

Due to the high volume of submissions we receive we are unable to return any printed matter submitted. Please allow up to two months as we review and endeavour to respond to you as soon as possible.

Kind regards,  
NGV design store Buying Team