

Dear Designer, Product Representative, Publisher, Distributor, Supplier or Manufacturer,

It is extremely important to us in the NGV design store Buying Team to receive information on new products and publications. In order for the team to effectively assess your submission, it is of the utmost importance that we receive information in a manner which allows the team to effectively and objectively review for the NGV design store.

Neither the Supervisor nor sales staff from both NGV design stores are involved in the selection of products and publications available in the NGV design store. Therefore, please do not attempt to engage them in discussions regarding your product or publications, nor try to give them samples. They are instructed to refuse all such discussions or submissions.

We hope that you understand that a retail store environment is not the appropriate place to review submissions effectively amongst browsing and buying customers.

We have a dedicated buying team who are happy to review your submission and give appropriate feedback.

We require the following information on your submission:

- Printed or emailed information only (**absolutely NO samples unless requested from the Buying Team**)
- Written statement giving us background information on your business.
- Product/publication/design/business philosophy.
- Business trading name and contact details; contact person/rep, email, phone and address.
- Product/publication overview and high quality images.
- All relevant information on fabrications, colours, materials, page numbers, size, weight, country of origin, etc.
- Wholesale prices/ RRP's, Minimum Order Quantities (MOQ), pack sizes, preferably as a line sheet or catalogue.
- Is stock available immediately? If not, release dates.
- What other retailers stock your product/publications, or other retailers are you approaching.

You have 2 options for submissions;

- **Email;**
Products please direct to;
 - Toby Newell, Manager Retail Operations and Merchandise – toby.newell@ngv.vic.gov.au
 - Sienna Thompson – Product Development Co-ordinator – sienna.thompson@ngv.vic.gov.au**Publications please direct to:**
 - Phillip Adams, Manager, Planning, Books & Publications – phillip.adams@ngv.vic.gov.au
- **Postal;**
National Gallery of Victoria
Att: Toby Newell/Sienna Thompson – Product
Or
Att: Phillip Adams – Publications
PO Box 7259
St Kilda Road
Melbourne
Vic
8004

Please note that with the volume of submissions we receive we are unable to return any printed matter submitted. Therefore please do not send any printed matter which you wish to have returned. Without exception, we are not able to return any photographs, catalogues or samples (unless by prior arrangement with the Buying Team).

We appreciate and welcome new product ideas, however we are not able to respond to each submission we receive immediately. Please allow **one month** for a response. There is no need for you to follow up and should we need further information, we will contact you.

Again, thank you for thinking of the National Gallery of Victoria and NGV design stores.

Kind regards,
NGV design store Buying Team