

We want to create a professional, bright, friendly, vibrant, modern gallery that has good quality stock. We want to have a smooth running operation that helps the customer buy and helps you sell. Part of that “smooth” are the things you need to do as a supplier.

### We will insist on these things from the Artist ...

First things First	<p>We absolutely LOVE seeing new work. The things that artists create always amaze us. Your first time showing us your work should be via emailed images. We may be able to tell from those if we can sell your work. We may need to then see the work or ask you some questions. Email us the images at <a href="mailto:Macandmorart@gmail.com">Macandmorart@gmail.com</a>. Email capability is a MUST HAVE for you.</p>
Provide work in a finished state and ready to hang.	<p>Then if we do ask to see your work check these things BEFORE you bring it in or send it. Work will only be accepted if it is:</p> <ul style="list-style-type: none"><li>• clean,</li><li>• dry,</li><li>• straight (does it lie flat face down on the floor?),</li><li>• labelled on the back with artist and title (written on back legibly or on a tag attached. Do NOT add the price – we may decide that it goes on the wall at a higher price),</li><li>• strung* ready to hang with good quality cord (not twine, wool, or fishing gut). *NO other alternative to “strung” will be accepted.</li></ul> <p><i>Work will be handed back on the spot if it doesn't comply with these points. It won't be held until you come back to do it and it won't be done for you.</i></p> <p>In the case of matted prints or posters or greeting cards: Provide work that is packaged ready for sale– Prints should be in a clear plastic package with rigid backing, Greeting Cards in plastic packaging, poster prints as for prints or in tubes.</p> <p>In the case of framed work – frame it with timber or metal frames as the fixing can pull out of cheaper composite or plastic frames. Cheap frames discount store frames are not good quality.</p> <p>Finish the edges on your painting! We get a few customers now that want to see edges finished appropriately rather than just looking like they have been left without a thought.</p>
The standard information we will want	<p>We will enter details of your work into a register and on our website. For this we will need:</p> <ul style="list-style-type: none"><li>• Title (If you want to use a SKU number as well keep it to 6 digits or under please)</li><li>• Medium</li><li>• Price you want on the tag (the price that includes our commission – a quick way to work this out is take the price you want into your bank account when it sells and divide by 0.65). You can change this price whenever you want.</li><li>• Your Name</li><li>• Your NZ bank account number*</li><li>• Your Bank Account name (not your bank's name)</li><li>• A NZ phone number</li><li>• An email address*</li></ul> <p>*A New Zealand Bank account and an email address that you monitor are <b>musts</b>. We won't pay you any other way but bank transfer and we need to be able to correspond with you. “Not really into email”? Good for you but we can't do business. You will be put on an email distribution list that will be delivered to you via Mailchimp. This is so we can get the same message to all artists at the same time. We expect you will open and read these.</p>
For the website we will need...	<ul style="list-style-type: none"><li>• Some images of your work. Photos showing your work in a nice setting is good. You can email these to us at <a href="mailto:Macandmorart@gmail.com">Macandmorart@gmail.com</a> – please include the artwork's name in the filename.</li><li>• A description/story of the work you would like on the web page or wall of each piece. (eg This scene is a few kilometres from Sue's house and she sees it nearly every day but on one occasion the weather and the light etc etc or “A stunning vibrant work in oil on linen that shows the raw power of the sea. Framed with a modern white timber frame, this work will look etc.) <b>In a form that can be cut and pasted electronically – not a PDF</b></li></ul>

Tell everyone about you	<ul style="list-style-type: none"> <li>A short bio (100 words in third person i.e “Sue is best known for...” rather than “ I am best known for”) Again, <b>in a form that can be cut and pasted electronically – not a PDF.</b> In an email is fine. It needs to be sharp and punchy with no artspeak. Sell yourself in it.</li> </ul>
Payment	We will pay you by deposit to your bank usually within 14 days of a sale
Fair Play	Don’t enter into sale discussions directly with a customer in an effort to cut us out of the process. Or offer the work cheaper on the internet. These are sure ways to end our business relationship.
Commission	35% commission will be taken on each sale. The commission is 35% of the price you specify for your work – the tag price will be what you specify and you will get tag price less the commission.
Layby	From time to time we will do a layby with a customer. Layby terms are 4 payments of 25% at minimum. The money is transferred to the artist within 14 days of the <b>final payment</b> . Works on Layby can not be removed from the gallery or have price changes.
Stop.	You can remove your work at any time. Simply let us know and arrange for the collection or return of your work. We know there are a number of reasons why you might want to and we won’t get offended at all.
Work in other galleries	We are ok with that EXCEPT if the other galleries are in the same business area as us.
You play a part in Marketing	<p>We promote your work and the venue via Facebook and Instagram currently and do some other promotion from time to time. We will photograph it for these purposes. Social Media marketing is a multi-lane highway! We EXPECT <b>YOU</b> to do these things:</p> <ul style="list-style-type: none"> <li>Like us on Facebook</li> <li>Comment on our posts (this gets more engagement than just Likes)</li> <li>Share our posts on your Facebook page</li> <li>Do your own posts about your work in Macandmor</li> <li>Write our name correctly – Macandmor. No “e” on the end, no capitals in the middle, one word</li> </ul>
Copyright	YOU need to make sure copyright issues are attended to with your work. This has been an issue where paintings are done from photographs without permission (photos on the internet are NOT public property) or when work is very similar to another artists work. If you think your work may have copyright issues then talk to us and we may be able to confirm or dispel your thoughts.
<b>We will ...</b>	
Premises	Provide a professional and well presented environment. Display your work in a suitable manner with good lighting.
Sales	Provide EFTPOS, credit card, bank transfer, layby, and cash payment options for customers (Cheques will not be accepted). No fee will be added to your specified sale price for credit card transactions as this is catered for in the commission charged. Be firm on the price you specify (but talk to you about potential opportunities if customers want to negotiate. We will not initiate conversations about price negotiations.) Handle the sale, packaging, and delivery of your work in a professional manner
Risks	Take all reasonable care with your work while stored or on display. Wrap all work that is stored. Take full liability for any of the debts and costs of the shop. No liability will rest with the artists providing stock. Your work is NOT insured by us – if you want it insured you must arrange that.
Operations	Open the shop Monday to Saturday generally 10:00 to 4:00pm but varied at our discretion Provide competent people to serve customers in the shop Decide what is displayed, how long it is displayed, and where it is displayed.
The End	Advise you when your work needs to be removed from the shop. Work will be couriered back to artists outside the Bay of Plenty at Macandmor’s cost unless it is being returned because it doesn’t comply with the bullet point list at the start of this document.