

## **2008 LARAC SHOP POLICIES**

### **Selection Standards**

Work is juried and must be original and handcrafted by the artist. Items that are not acceptable include objects from kits or embellished items, imported or manufactured goods, commercial patterns with changes of less than 25% by the vendor.

### **Selection Process**

LARAC seeks to choose items that meet the standards listed above and assemble a selection of items representing a wide range of artistic media in a wide price range. The selection process is competitive. Art or craft brought into Lapham Gallery for the 2008 LARAC Shop must be consistent with what was presented during the application process.

### **Artist's Responsibility**

Each artist will receive a contract to be signed and a blank inventory list to be prepared before set up. Price tags/labels must follow guidelines and must match the inventory sheet. Each artist will be responsible for affixing price tags/labels to each item on inventory list. Artist will schedule a date and time for delivery and set up of items.

Items are not insured while on premises, but all possible care will be taken with the handling of objects. Artist is responsible for restocking inventory at the request of the LARAC staff. An inventory will be done at the close of each 2008 LARAC Shop contract period. LARAC will retain a 25% commission for members/35% for non-members on all sales.

### **LARAC Responsibility**

LARAC will collect all sales and taxes, and accepts checks made payable to LARAC and MasterCard and Visa credit card payments. LARAC will make sales tax payments directly to NYS and will return money collected, less commission, to artist on a monthly basis.

**For any questions about  
2008 LARAC Shop application form,  
guidelines, and policies,  
Please call LARAC at 518-798-1144, x-2.**

Lapham Gallery Hours: Monday – Saturday, 10 am-3 pm



## 2008 GIFT SHOP Application & Guidelines



**Lower Adirondack Regional Arts Council  
7 Lapham Place Glens Falls, NY 12801  
518-798-1144 [www.larac.org](http://www.larac.org)**

**2008 LARAC SHOP**  
**January 25 through October 31, 2008**

The LARAC Gift Shop is located in the Lapham Gallery in downtown Glens Falls and offers shoppers beautiful and unique items made by regional artists and artisans.

LARAC members and non-members are encouraged to apply for display space in the shop. If accepted, LARAC members' work is sold at 25% commission; non-members' work is sold at a 35% commission. All applications are juried.

Please detach and fill out application form completely. For artists who are displaying fine art, crafts, jewelry, clothing, please submit 3-6 samples of your work via either high-quality photographs no larger than 8"x10", slides, or images on CD. Include a title list. For food vendors, submit 3 samples of food; for authors or musicians, submit actual book or CD. All applications must be accompanied with an application fee of \$15.

Artists accepted into the LARAC Gift Shop are responsible for providing gift boxes or packing materials, if applicable, and for keeping their areas stocked. There is no storage space available so all merchandise and packing must fit within assigned space. Artists may be asked to provide their own display unit, such as print racks, baskets, etc... only if approved by LARAC. Artists should make an appointment with gift shop manager to stock, restock or switch inventory in order to maintain proper inventory counts.

There are three contract periods: January 26<sup>th</sup>-April 30<sup>th</sup>, May 1<sup>st</sup>-July 31<sup>st</sup>, and August 1-October 31<sup>st</sup>. At the end of each contract period, all artists' sales and inventory will be reviewed. LARAC reserves the right to choose inventory pieces and limit quantities on accepted work.

**2008 LARAC SHOP APPLICATION FORM**

Name \_\_\_\_\_

Business Name \_\_\_\_\_

Address \_\_\_\_\_

Phone *daytime* \_\_\_\_\_ *evening* \_\_\_\_\_

Email \_\_\_\_\_

Website \_\_\_\_\_

NYS Tax ID or Social Security Number \_\_\_\_\_

Category \_\_\_\_\_  
(ceramics, floral, specialty food, fine art oil painting, etc...)

Price Range for your work \_\_\_\_\_

LARAC member      YES    NO      *Circle one*

*I have agreed to comply with LARAC's guidelines and policies for the 2008 Gift Shop and have included a \$15 application fee.*

Signature \_\_\_\_\_ Date \_\_\_\_\_