

Please read all the information, terms and conditions below carefully before submitting your application form.

ABOUT THE GALLERY:

CRAFT NI is the sector lead body or Champion for Craft in Northern Ireland. The Craft NI Gallery is our retail gallery where we celebrate and showcase Craft and support Craft makers. The gallery provides a great opportunity for makers to promote and sell their work, right in the heart of Belfast City Centre with an established craft audience.

LOCATION: Craft NI, 115 - 119 Royal Avenue, Belfast, BT1 1FF

OPEN: Monday - Saturday, 10am - 5pm

Online shop: www.craftnigallery.org

Craft NI Gallery | APPLICATION INFORMATION

SUITABLE WORK

A range of work/products that are ready for sale, these can be small batch-production, limited edition or one-off pieces.

Your range of work/products should also have appropriate packaging and promotional materials.

FACILITIES

Suitable display area within CRAFT NI.

Work delivered to the gallery will be insured whilst on the premises. Please note; we do not insure work in transit.

Dedicated staff will price, code, display and sell your work.

Promotion on our social media platforms and website.

Updates on stock and sales of your work.

COMMITMENT

Successful applicants are committed to participate in the CNI Gallery to March 2023. In March a review process will take place and successful participants will then be invited to participate for a further year.

COMMISSION

40% commission off the RETAIL PRICE.

SALES/PAYMENT

Work is provided on a Sale or Return basis.

Participants are paid monthly by Bank Transfer (all T&C are reviewed annually).

STOCK

Participants are responsible for communicating with the gallery staff to ensure their work remains well stocked including packaging and promotional materials.

OTHER

Delivery and collection of work is the maker's own responsibility. The Craft NI Gallery is not able to cover courier or postage fees.

CRAFT NI reserves the right to alter any details if deemed necessary.

SUPPORTING MATERIALS

IMAGES

Up to 10 good quality images must be emailed to: imagescraftni@gmail.com. These must be images of the work you intend to supply us with.

Packaging is very important so one of the images should include a sample(s) to strengthen your application.

Each image should be clearly labelled with your name and a number 1-10.

PRICE LIST

Your Price List. This must include a clear description and RETAIL prices for all the work/products you wish to apply with.

CV as a CRAFT MAKER

An Artist BIO

SELECTION PROCESS

Applications are subject to a Selection Process and selection will be made on the APPLICATION FORM and SUPPORTING MATERIALS alone.

You should not assume that the Selection Panel knows who you are or what you make.

Applications will be marked on the quality and programme criteria below:

Essential Quality Criteria:

All work must:

- 1- Demonstrate a high standard of technical skill and design
- 2- Be well presented and constructed and not mass produced
- 3- Not reproduce or restore but be innovative in its use of materials, aesthetic vision and/or processes
- 4- Reflect the signature of the individual maker

Essential Programme Criteria:

- 1- The maker is based on, or originally from the Island of Ireland.
- 2- All work is made by the individual maker and not outsourced. Small batch production under direct supervision of the maker is also allowed.

Craft NI Gallery | GENERAL TERMS AND CONDITIONS

COMMITMENT

Successful applicants are committed to participate in the CNI Gallery to March 2023.

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ANNUAL REVIEW PROCESS

Each year it is important that we revitalise/change what we are offering to the Craft NI Gallery's customers. In March each year, CRAFT NI will implement a Review Process.

Each participant will be reviewed against the following criteria:

1. Craft NI's Quality Criteria.
2. Sales during the previous Calendar Year
3. Supply of stock during the previous Calendar Year
4. Compliance with the Craft NI Gallery's Terms and Conditions

A Review Panel will oversee this process which will be completed before 31 March each year. Successful participants will then be invited to commit for another year.

COMMISSION

40% commission off the RETAIL PRICE.

WHEN WILL YOU BE PAID?

Payments are made monthly by Bank Transfer.

Please note; we allow 30 days for exchanges.

HOW MUCH WORK DO YOU NEED TO DELIVER AS YOUR INITIAL STOCK?

A member of staff will work with you to plan your first delivery.

For your first delivery this may be between £200 to £1,000 retail value, but it will depend on the type of work you make. For example, it may be lower if your work is predominantly smaller/lower value pieces or higher for jewellery ranges.

SUITABLE WORK

The work must be retail ready. By this we mean suitable for sale to the general public. We recommend that you supply us with ranges you have sold/tested before in a retail/craft fair environment. This will ensure you a better success rate for sales.

DISPLAY

You may be required to provide your own display props (particularly jewellery). Please discuss this with a member of staff before delivery.

You are responsible for ensuring that any display props that you provide are safe and will not damage work or be a danger to customers. All display props must be clearly marked with your name and included in delivery notes.

DELIVERY OF STOCK

- 1. A Delivery Note including a clear description, quantity and retail price (in sterling) of each item.
- 2. Care instructions. For example, ceramics – are the items dishwasher safe? Textiles – are they machine washable? Jewellery – what are the stones / metals used?
- 3. Appropriate packaging
- 4. Promotional materials

Please note, we may not always be able to put your work out immediately, but will do so as soon as practically possible.

DELIVERY OF STOCK IN THE RUN UP TO CHRISTMAS

Please ensure you have extra stock for the Christmas quarter, this should generally be ready for delivery in September. (Due to COVID-19 the call out for new applications has been delayed and 1st deliveries for these participants will take place in October).

Please ensure you comply with the general delivery guidelines.

We will notify you when your stock runs low to arrange top up deliveries with as much notice as possible.

DELIVERY TIMES

Please deliver work Monday to Friday between 11am and 5pm. Please note; **we cannot** accept deliveries on Saturdays.

Please contact us in advance to let us know that you are planning to make a delivery. Email: gallery@craftni.org

REMOVAL OF STOCK

We may contact you periodically to ask you to remove excess stock or stock that is not selling.

CRAFT NI GALLERY INFORMATION AND TERMS & CONDITIONS

All stock must be signed out using a Sign Out Sheet available from a member of staff in Space CRAFT NI.

Please contact us in advance to let us know that you are planning to come in to remove stock. Email: gallery@craftni.org

Please try to avoid removing stock frequently. For example, taking stock out when you have a Craft Fair/Exhibition and bringing it back a few days/weeks later, as this creates a lot of unnecessary administration.

RETURN OF WORK

Participants are responsible for covering the cost of the return of work by post or courier.

If asked to collect their work from the gallery, participants are responsible for collecting or making alternative arrangements within eight weeks of being contacted. If no response is received by the end of this eight week period, CRAFT NI reserves the right to dispose of the work. Please note; we cannot insure goods in transit.

STOCK RECONCILIATION AND UPDATES

We undertake regular stock takes to ensure stock management is up to date. We will contact you regularly to keep you up to date on stock levels.

At the end of each financial year we reconcile all stock records. We will contact you if there are any discrepancies. Please note, you are responsible for reconciling your own Stock Records before the end of each Financial Year and need to let us know if there are any discrepancies. We sign off stock reconciliation of the previous financial year in April annually, we will not be able to deal with historic discrepancies from previous financial years after this point.

PRICING

Within reason, it is important that you sell the same work for the same price in other Shops, Galleries, Craft Fairs, Markets, Online Platforms, etc.

This is important as many of our customers visit these and it creates a negative image for both us and your brand if there are inconsistencies. Work that is not priced in line with these guidelines will be removed from display.

PRICE CHANGES TO YOUR STOCK

If you need to change the price of your work on display please contact a member of staff at: gallery@craftni.org

PROMOTIONAL MATERIALS, PACKAGING & CARE INSTRUCTIONS

Please make sure to keep us well supplied with your promotional materials and packaging.

Remember that a lot of pieces are bought as gifts so the person receiving it may not know anything about you or where the piece was made.

Customers prefer a business card/leaflet that explains the piece is handmade, where it was made and a bit about the maker.

Please ensure the promotional materials should fit with your pieces. For example, it is not practical for small items of jewellery to have large brochures as this is difficult to wrap up as a gift.

Please ensure that you provide packaging that is the right size and gives appropriate protection for your pieces.

If your piece has Care Instructions please provide these. For example, Ceramics – Are they food and dishwasher safe, etc.? Textiles – Are they machine washable, etc.? Jewellery – What are the stones/metals used? How can it be cleaned / stored.

CUSTOMER ORDERS & REPAIRS

We may contact you regarding customer orders and repairs. Please be aware that any price you quote us must include 40% as well as postage.

POSTAGE

You are required to cover the cost of the postage if we have to post items to you. Please note; we cannot insure goods in transit.

FOR JEWELLERS ONLY

Hallmarking. All precious metal jewellery over 7.75grams (silver) 1 gram (gold) must be hallmarked. We cannot refer to jewellery that is not hallmarked as silver/gold.

Sizing If you charge extra to make rings etc. in different sizes please make us aware of this so we can let the customer know at the time of purchase.

OTHER

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