



WEST ORANGE ART GALLERY GIFT SHOP Guidelines 2024 (rev. 4.5.24)

The Gift Shop within the Art Gallery of the West Orange Arts Council (WOAC) is a member volunteer artist cooperative. Member artists who volunteer for a minimum of 2 hours per month have an opportunity to sell their products, with a 25% commission fee payable to WOAC.

Items should be handmade and unique. The Gift Shop manager and one board member will approve item and quantity. The items will then be displayed, featured and highlighted to customers and via social media for a 3 month term. Items left for 6 months that have not sold or picked up by the artist will be considered donations and property of WOAC and will be donated or sold with proceeds to the WOAC.

Items accepted should be tagged, priced and clearly identified. They should include a QR code, Venmo or other digital payment method for point-of-sale transaction, or other signage with payment directions for the customer. Cash accepted and held in the gift shop safe box.

Payment by the customer will be made only directly to the vendor artist. Sales tax and fees are the responsibility of the artist.

After a sale, or accumulated sales, the artist and Gift Shop manager will calculate 25% commission fee to pay WOAC.

Member Artist who volunteer 10 hours (2 - 5 hour shifts) per month MAY KEEP FULL SALE, with no 25% commission fee. Weather permitting artists may participate for free in any sidewalk or special outdoor event with table provided.

The Gift shop is open during regular open gallery hours and by invitation at special events.

ARTIST LENDER NAME

Phone: _____ Email: _____

Social Media/Website: _____ Date: _____

WOAC GIFT SHOP MANAGER: _____ Date: _____

Please contact Liana Torrice for any questions at lianatv@icloud.com or 862-324-1658.