October 2026
Eris Newson

Selling Your Art in the Feilding Art Centre Shop

Welcome, Thank you for choosing to sell your work through the Feilding Art Centre Shop. Our shop showcases a wide range of original artwork and handmade products created by talented local artists. This guide explains how the process works and what you'll need to do to get started.

Information is based on the requirements outlined in our Consignment Agreement.

Step 1: Arrange a Chat with Our Manager

Before bringing work into the shop, please contact our volunteers - 06 3232323 or email manager@feildingartsociety.com to arrange a time to meet.

This gives us an opportunity to:

- View your artwork or products
- Discuss whether they are a good fit for our shop
- Explain how the consignment process works
- Check that your work meets consumer and presentation standards
- Provide guidance on pricing and display
- Show you examples of suitable swing tags, labelling, D-rings, hanging systems, and packaging where required

If any changes are needed before your work can be accepted, we'll let you know and provide guidance to help you get your work shop-ready.

We want the process to be as straightforward as possible, and we're happy to answer any questions you may have before getting started.

Step 2: Complete a Consignment Agreement

Before we can accept your work, you'll need to:

- Complete and sign a Consignment Agreement*
- Provide your contact details and bank account information for payments
- Let us know whether you are GST registered
- Provide a short artist biography and social media details (optional but recommended)

*The agreement is valid for a minimum of 3 months and a maximum of 12 months.

Step 3: Prepare Your Artwork

All artwork and products must:

1. Be original and created by you
2. Be your best work- of good quality and suitable for sale
3. Comply with copyright requirements
4. Be completed within the last 18 months or be in excellent condition
5. Be clearly labelled with:
    - Artist name
    - Artwork title
    - Medium
    - Sale price (including the commission)

Requirements are based on the minimum criteria in attachment 1 of the agreement.

Category-Specific Requirements

Depending on the type of work you are submitting, additional requirements apply:

Wall Art

- Ready to hang with D-rings and cord
- Varnished and/or finished with a protective coating
- Unframed works should be protected in a clear sleeve and backing board.
- Framed works should have a mount between the glass and the art

Photography & Prints – you may need to supply a display stand

- Signed and numbered where applicable or open editions must be clearly identified
- Unframed works should be protected in a clear sleeve and backing board.

Jewellery – recommended to attach jewellery to the display stand for security.

- Display-ready with packaging, box and display stand
- Made primarily by the artist

Fibre Art

- Care label attached
- Well finished and professionally presented with your own stand if necessary.

Books, Cards & Stationery

- Individually packaged and labelled
- Cards must include an envelope

Soaps, Candles & Fragrances

- Ingredients clearly listed
- Individually packaged

Please discuss your presentation and finishing especially for unusual items, as acceptance is at the discretion of the Art Centre Manager.

Step 4: Complete an Inventory List

You must provide a list of all items being submitted – this can be hand-written onto our form or written into a spreadsheet template that we can send you.

For each item you will need to include:

- Item/ artwork name or title and any relevant item number needed for your reference
- Medium/item type (eg. Mixed media on canvas or card)
- Quantity
- Selling price

Please ensure prices include the gallery commission. The shop sells work at the price you provide.

Step 5: Deliver Your Work

Bring your completed paperwork and art into the Feilding Art Centre**.** The volunteer on the desk will receive your work for our team who will give it one last check to ensure it meets our shop standards and enter it into the database. Acceptance of work remains at the discretion of the manager, on behalf of the Society. You will be contacted if there are any concerns otherwise your work will be curated into the shop during the next 'shop reset' or when there is a gap and a capable shop volunteer.

How Many Works Should You Bring In?

The ideal number of items depends on the size, type, and display requirements of your work. As a guide:

- **Original artworks:** 1-3 pieces
- **Prints:** 3-5 of each and 5-10 different prints
- **Display items and gifts:** 5-10 unique items
- **Greeting cards:** 5 -10 different Cards and 5-10 of each

These quantities help us create an attractive display while ensuring there is enough stock available if your work sells. If you're unsure how much to bring, don't worry. During your initial discussion with the Manager, we can recommend suitable quantities based on your particular medium and available shop space.

Our shop displays are regularly refreshed, so there will be opportunities to add new work or replenish stock throughout the year.

Step 6: While Your Work Is in the Shop

During the consignment period:

- Your work must remain available for sale through Feilding Art Centre.
- The same work cannot be sold elsewhere.

- We will promote your work through our shop displays, website, social media, and other marketing activities.
- We may use photographs of your work for promotional purposes.

Step 7: If Your Work Sells

When a sale is made:

- We will notify you during the month following the sale.
- Payment is made via direct credit on or by the 20th of the month in which you are notified.
- Commission is deducted before payment.

Current commission rates are: Members 30% and Non-members 40%
Example: If an artwork sells for $100: Member receives $70, Non-member receives $60
Commission rates are outlined in the consignment agreement.

Step 8: Replacing Sold Work

If your work sells, you're welcome to bring in replacement items, provided they meet our quality and presentation standards.

Step 9: Collecting Unsold Work

At the end of your consignment period:

- We will contact you regarding collection.
- Please collect unsold work promptly – we have limited storage space
- Collection costs are the responsibility of the artist.
- The Society cannot accept responsibility for work left beyond the consignment period.

Insurance & Responsibility

While we take reasonable care of all artwork and products in our shop, artists remain responsible for insuring their own work against loss or damage.

Need Help?

If you have any questions please ask our volunteers first phone: 06 323 2323 or email: manager@feildingartsociety.com
We encourage artists to contact our team, before bringing work into the shop so we can discuss your artwork, answer any questions, and help ensure your work is ready for display and sale. Please make this time with a desk volunteer.