

# Entering work into Kirkcaldy Art Club Mercat shop

## Terms and Conditions



As a member of Kirkcaldy Art Club you can enter work into our shop in the Mercat. Please read below our terms & conditions carefully.

Artwork doesn't have to be made at the club, but should be created by yourself and has to be for sale. No trademark, copyright material or intellectual property infringement is permitted. It must be entirely your own work.

**Labels:** Please label each item you enter with your full name (first and last, no initials), title and price. They must match your entry form. There isn't a limit to the amount of work you can enter. (if there is too much of something it will be kept through the back). Please keep your prices to 50p or whole £. For frames, canvasses etc please also include a clear label to attach to the front.

**Framed pictures/Canvases:** All picture frames and canvases should have eyelets for the cord about a third (1/3) of the way down from the top. String, cord or wire is all fine. There is a handy guide on our website. Any new work that comes in the shop without this cannot be displayed in the shop.

**Insurance:** Each artist is responsible for the provision of their own Public Liability insurance and for the safety of all products supplied. Artists should insure their own work against loss or damage. It is the artist's responsibility that items comply with regulations, ie food safe, children's safety etc.

Information about affordable insurance for artists can be found at A-N, The Artists Information Company, <https://www.a-n.co.uk/register-artist> or the Scottish Artists Union who provide insurance cover along with your membership.

**Security:** All goods are supplied at artists' own risk and no responsibility will be taken by Kirkcaldy Art Club or its volunteers for any damage, accidents caused, or theft of work supplied. In the event that artists have made no provisions for insurance Kirkcaldy Art Club or its volunteers will not be held liable for loss, damage or accidents caused.

**Volunteering in the shop:** The shop is run by volunteers from Kirkcaldy Art Club. We are open every Friday and Saturday 10-4 and every last Thursday of the month 10:30-13:30. We can only remain open if we have enough members that can help.

**Social Media:** We promote our shop regularly on Facebook and Instagram. Images of your work may be used for promotion.

**Rota:** The Rota is organised month to month. If you would like to volunteer, please email [kirkcaldyartclub@outlook.com](mailto:kirkcaldyartclub@outlook.com). We also have a whatsapp group for volunteers, please let us know if you would like to be added.

**Entering work:** You can find entry forms in PDF and Word Doc formats on our website in the members section. Entry forms are usually also available from the shop. All work will be put through the back first and checked off. Work will only be put into the shop by our sub committee. When submitting work for the first time, please email us.

### Artist's MUSTS to ensure work is recorded correctly by volunteers:

- Do a stock take and update your entry forms regularly
- Use short descriptions
- Include numbers instead of a description with lots of words. For example: KACscarf1
- Every item needs a line on the forms, even for small items. They can be numbered Card 1, Card 2, etc
- The description on your label must be exactly as what is on your entry form
- Include your full name on the label. First AND Last Name

If you have unsold work in the shop for more than six months please remove or replace it. We want to continue to keep the shop fresh. All work brought in should have a completed entry form. Please take home boxes, baskets and bags to avoid the back room being cluttered.

**Payments:** All payments received in the shop will be handled by our treasurers Lynn Robertson & Angela Marry. They will endeavour to pay all artists each month. Kirkcaldy Art Club will take 20% of all purchases made in the shop. To cut back on valuable free time spent by the treasurers please supply your bank details when requested. If you are unsure if your work has sold, you can check with Angela if your item is on the sales sheets. Email [kirkcaldyartclub@outlook.com](mailto:kirkcaldyartclub@outlook.com)

When your earnings are over £1000 in a financial year you should fill in a tax return. This is your own responsibility and Kirkcaldy Art Club will not be accountable in any way.

*Work that doesn't comply to our terms and conditions will not be put into the shop.*

**By entering work into the shop you agree to the above terms & conditions.**