

ONE OF A KIND

ARTISAN CHRISTMAS MARKET

November 21-December 24, 2025

ARTIST/ARTISAN CONTRACT

DROP-OFF/PICK-UP DATES

DROP OFF: Monday, November 17 - Thursday, November 20, 9:00 am – 5:00 pm

PICK UP: Monday, January 19 9:00 am - 5:00 pm

* contact the gallery if these times are not possible

The Gallery supports the creation and distribution of original artwork, recognizing the cultural significance and use of Indigenous (including but not exclusive to First Nation, Metis and Inuit) imagery as the purview of those who identify as a part of those cultural groups. The gallery will only display and sell cultural works produced by Indigenous artists or done in collaboration with Indigenous artists with appropriate consent(s).

CREATING YOUR INVENTORY LIST

All of your inventory must be itemized USING THE TEMPLATE PROVIDED and brought to the gallery with your stock.

DROPPING OFF YOUR WORK

To help things go quickly and smoothly for everyone, **items must be priced & code-stickered before you come to the Gallery to drop off your work.** Price/code stickers should be small and neatly written to enhance the presentation of your work. We recommend ½" x ¾" size labels, or similar.

A volunteer will go through your inventory and check it off on the list *while you are still present*. You will then initial the list to confirm that quantities are correct. We reserve the right to limit the number of duplicate identical items that are dropped off, due to display space and storage limitations.

Any totes, packing boxes, or materials that you would like to keep must be taken away with you after you have dropped off your inventory as unfortunately we do not have space to store these for you.

DISPLAYS

If you have any displays that will help to set off your work (especially for jewellery!) please bring them on drop-off day (and put your name on them so that we know who to return them to!). We only have a limited amount of shelving and baskets so additional items are a big help.

ADDING INVENTORY

We are very happy for you to add more stock during the gift shop if you are still creating and don't have everything finished by the drop-off date, or if you sell out of items. As your inventory gets low we will try and contact you to see if you have more items you would like to put in to replace sold items, but do come in occasionally to check your stock.

PRICING

There is an expectation that artisans should maintain the same pricing for their work as they use at other locations. We would ask that you recognise the added value of selling in a curated space for the 5 weeks that your work is for sale to the public, and the professional promotion that the Gallery is able to give to the gift shop and your work.

TAX

The Gallery is required to add 7% PST to all sales except food, books and children's clothing. Commission is calculated on the pre-tax price of any sale.

INSURANCE

The Gallery carries insurance for work that is on its premises during the gift shop timeframe. If any damage is done while on Gallery premises the artisan must make a claim, in writing, to the Gallery within 10 business days so that the Gallery can make its claim within the 30-day deadline. The artisan will be entitled to, and reimbursed for, the full amount recovered from the insurance company. The Gallery is not responsible for damage, theft, or other mishandlings that may occur during shipping or delivery to and from the Gallery.

COMMISSION

Artisans will be charged commission on sales as follows: **25% members, 30% non-members.**

Memberships are \$25/year (valid September 1 - August 31) and must be taken out by the time the gift shop opens.

BUSINESS CARDS

Artisans are welcome to bring in business cards to display alongside your work.

PROMOTIONS

The Gallery undertakes all advertising and promotion, but artisans are strongly encouraged to 'like' and 'share' posts that the Gallery makes about *One of a Kind* on our Facebook page to help draw traffic.

PAYMENT TO ARTISANS

Artisans will be paid out on their sales by cheque no later than **February 2, 2026**. You will be notified by email with your sales breakdown. Please identify if you would like an e-transfer or cheque. Cheques can be picked up at the Gallery.

PLEASE SIGN BELOW AND RETURN TO THE GALLERY ON THE DROP OFF DATE ALONG WITH YOUR INVENTORY AND PRICED WORK. PLEASE KEEP A COPY FOR YOUR OWN RECORDS.

(Signature)

(NAME – PLEASE PRINT)

Date

EMAIL

Phone Number

_____ e-transfer

_____ cheque

The Smithers Art Gallery, Box 122, Central Park Building, Smithers, BC, V0J 2N0
(250) 847-3898 | info@smithersart.org | www.smithersart.org