**Selling your Work via the Boutique and Online Store**

**Congratulations on becoming a juried member of the Saskatchewan Craft Council!** One of the benefits of being a juried, Professional Craftsperson with the SCC is the opportunity to sell in a range of environments, including in the Fine Craft Boutique and accompanying online store. The Boutique is your opportunity to have your work offered for sale year-round and can be an additional revenue stream to craft shows, exhibits and commissioned work. Pieces are accepted into the Boutique on consignment, with 60% of the retail price to the artist and 40% to the Saskatchewan Craft Council.

In order to have your pieces considered for the Boutique, you will need to submit the Application Form with information on what you would like to sell. The pieces must meet the jurying standards, as well as incorporate any changes requested by the jurors. They must also be ready for sale, with all accompanying information, hanging or display hardware, and any legally required labels.

Work is taken on a continual basis, however it will be presented rotationally and is selected based on the season and space availability, among other considerations. When not on display in the physical Boutique, pieces are still available for customers to view and purchase in person with the help of Boutique staff or via the online store. The Boutique is limited in size, so not all pieces can be on display at all times. Very large pieces or very large quantities of pieces will be requested by staff as needed.

Work will be returned to the artist at the artist’s request, with 24 hours notice, or after a minimum of 12 months in the Boutique. After this time, staff will contact the artist to determine if the pieces will remain in the Boutique or if they will be returned to the artist. Due to space constraints, pieces that are being returned must be picked up or have shipping arranged in a timely manner. Pieces left at the SCC longer than 2 weeks after a return is arranged will no longer be insured unless prior arrangements have been made with the Boutique Coordinators. Consigned pieces abandoned for longer than 6 months may be discarded.

**What the Boutique will do for you**

Boutique staff will ensure that your pieces are showcased in the best way possible and work with the communications team to promote them and the Boutique through a range of media and across demographics. Our social media regularly features artists’ work and we do regular artist features on Shopify to highlight artists and their work throughout the year. Work that is able to withstand sustained direct sunlight will also be featured in the front window Boutique display. We aim to have a sample of each artist’s work on display at all times in the Boutique and to have all pieces available in the online store as quickly as possible. Our communications team promotes artists through social and traditional media, through events, and through our newsletters to members and the public. We strive to constantly be highlighting our artists and their work to the public.

Artists are requested to provide a brief biography for a printed artist card and have a Member Profile in the Membership Directory on the Saskatchewan Craft Council’s webpage. For examples of this, please visit: <https://saskcraftcouncil.org/member-directory/>. Listings of your items for sale in the online store will include a link to your Member Profile and the artist card is given to all purchasers of your work or those who are interested in viewing your work further. This is an excellent marketing tool for artists. Please be sure to include your relevant public contact information, including social media, personal webpages and other gallery representation. Additionally, if you have business cards or other similar printed material, please feel free to bring in some of these as well with your work and we will provide it to interested customers as necessary.

You will be provided with an inventory of your work in stock after the annual inventory is undertaken. Throughout the year, Boutique staff will contact you if more pieces are needed or if special events, such as the festive season promotions, will be happening. Artists are welcome to contact the Boutique Coordinators if they would like to change inventory, find out about their sales or remaining inventory, or propose new items for the boutique.

Artists are paid at the end of the month following the sale of the work, unless the total is less than $25, in which case the artist will be paid when $25 or more in sales has accumulated or three months has passed. Payment is made by cheque mailed to the artist.

**General Guidelines**

The General Guidelines for pieces for sale in the SCC Boutique are similar to those for jurying, however, we have refined them to reflect the retail environment your pieces will be entering.

1. All pieces must be the original design of the craftsperson or be a skillful rendering of a traditional or classic design. New skills gained in a class or a workshop are welcomed, however the craftsperson must apply them to their own design. Samples made in classes or workshops are not accepted. Copyrighted designs are not legal. Copied designs are not permitted.
2. Finishing must be appropriate to the nature and purpose of a piece.
3. The piece must be capable of serving the purpose for which it was designed. Bowls and plates must sit without tipping, for example.
4. No commercial patterns, kits or stencils are permitted. All designs must be the original design of the craftsperson.
5. Appropriated designs are not permitted. Consider your personal influences. If your work is inspired by the traditions of a specific culture, experience or history, prepare to elaborate on this.
6. Molds are only acceptable if the craftsperson made the mold or the molded parts are subordinate to the overall design. Molds and castings need to show consideration for integration of the base form and be consistent with the overall style of work.
7. Pre-fabricated components are only permitted if they are subordinate to the overall design and craftspersonship of a piece. Purchased, pre-fabricated components must be indicated. This includes, but is not limited to, jewelry findings, frames and matts, and other components not altered by the fabrication process.
8. Materials used must be of high quality and appropriate to the purpose and function of the finished piece. This includes all frames that come with a piece. If constructed, they must be properly mitered and glued, with appropriate matting or other smooth, even fixing to the backing. Frames must indicate if they are purchased or made by the artist, and be of high quality with appropriate hanging hardware included.
9. Recycled or found materials or objects are permitted only if the original form is substantively transformed by the craftsperson. Any found or recycled component or material must be clearly labeled.
10. Only finished pieces are accepted.
	1. All wall-mounted pieces must be ready for hanging and include all appropriate hardware, such as properly strung wires or brackets. Whether purchased or built, frames must be smooth and have properly mitered corners. Distressed framework must be smooth and free from unnecessary rough edges. Frames, where possible, should have paper dust backing. Work must be mounted so as not to buckle or move around in the frame. Hanging devices must be appropriate to the weight of the framed work.
	2. Work that requires a stand for proper presentation after purchase must include one.
	3. All pendants should have an appropriate, high-quality chain or cord with a clasp.
	4. Hanging quilts must include a rod pocket and rod.
	5. Cards, whether prints or originals, must include an appropriately sized envelope, be printed on good quality cardstock in high resolution (if an art reproduction or photographic print), and be individually packaged in a cellophane sleeve. Please note that shiny or photographic paper can be difficult to write on; ensure that cardstock can be easily written on with a number of pen types.

**Labeling Requirements**

Please review the relevant government requirements for your particular medium, as labeling differs from product to product. All items that require labels must arrive to the SCC with these securely affixed.

1. The craftsperson is responsible for obtaining and complying with government safety and health regulations, as well as regulations regarding labelling. The Saskatchewan Craft Council assumes no responsibility for the craftsperson’s compliance with government health, safety and labeling regulations.
2. All components and materials must be listed, including proportions if required by law.
3. All pieces that are intended for use with food must meet Health Canada standards and bear all appropriate labeling as required by law. The Saskatchewan Craft Council assumes no responsibility for the craftsperson’s compliance with government health, safety and labeling regulations.
4. All care of product information needs to be included. Instructions on the proper care of an item so that it may be maintained and endure over time must be provided. All regulatory requirements for labeling of textile items must be met. The Saskatchewan Craft Council assumes no responsibility for the maker’s compliance with government health, safety and labeling regulations.
5. All electrical components must be CSA approved, including any legally required labels or documentation. The Saskatchewan Craft Council assumes no responsibility for the craftsperson’s compliance with government health, safety and labeling regulations.
6. Safety regulations for children’s toys must be met. If items are not intended as toys, this must be indicated. The Saskatchewan Craft Council assumes no responsibility for the craftsperson’s compliance with government health, safety and labeling regulations.
7. Federal safe studio practices for working with metal and glass must be adhered to in the production of pieces intended for sale.
8. Place of Origin must be specified as per legal regulations. The Saskatchewan Craft Council will provide “Made in Canada” labels for pieces sold internationally.

**Online Store Guidelines**

1. All pieces accepted into the Boutique will also be included in the online store.
2. Pieces must be received in a timely manner for inclusion for particular events or festivals. Please be aware that the process can take upwards of two months, depending on the current backlog and priorities.
3. All work included in the online store will include photos to show the work.
4. If possible, artists are encouraged to supply photographs of their work. Providing images eliminates one of the most time-consuming steps. Photos need to conform to the following specifications:

Images need to be at least 800px in length and a maximum of 1366px. A square cropped photograph is best for both the website and online store to avoid warping.

1. A guide is available from the SCC on how to photograph artwork. Please contact us for additional details.

 If it is not possible to photograph your work, photos will be taken by SCC staff. As photography is the most time-consuming task in putting inventory into the online store, this means that inclusion will take longer.

4. The SCC will be responsible for all shipping logistics and collection of payments for pieces sold in the online store.

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Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Juried Craft Medium/ Media: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are your pieces 2 dimensional or 3 dimensional?

Are your pieces for a particular season, event or celebration?

Is your work one-of-a-kind or production work?

Do you already have an SCC member’s profile on our website directory?

If not, please submit a short biography, up to 12 photos of your work, social media profiles, websites, other gallery representation, and contact information you would like available to the public. Please size images to 1366 x 950 pixels to avoid warping in the member profile.

Do you have professionally printed materials, such as business cards?

Do you have high quality images of your pieces for the online store or will they be taken by the SCC staff?

**Mandatory Information: Title, Retail Price, Materials, and Product care**

List proposed pieces to be submitted, including all information. If there are special care instructions, please also include those.

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| Title:  | Retail Price:  | Material: \*Please be as specific as possible | Process:\*If multiple processes are involved, please include them all |
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