



Ararat Rural City

# **Ararat Gallery TAMA (Textile Art Museum Australia) + Ararat & Grampians Visitor Information Centre Retail Guidelines**

Responsible Officer: Visual Arts Coordinator  
Last Reviewed: N/A

Revision No: 0

## INTENT

The Ararat Gallery TAMA and Ararat & Grampians Visitor Information Centre shop will showcase a range of hand-crafted, high-quality goods made by artists based in the Ararat region, as well as books, cards, exhibition catalogues and souvenirs.

## GUIDELINES

These guidelines define the scope and limitations of the products available for sale through the Ararat Gallery TAMA and Ararat & Grampians Visitor Information Centre shop.

The guidelines are established to ensure:

- A high level of skill in design and production
- Commercial potential of products
- Originality of concept and design
- That all work is be made in western Victoria, unless in conjunction with a current exhibition

### Guidelines Implementation/Responsibility

The Visual Arts Coordinator is to ensure the guidelines are adhered to and will ensure that the application process detailed in **Appendix 1 – Application process, selection criteria and Terms & Conditions** is upheld.

The Visual Arts Coordinator will refer to, and be guided by, the guidelines and **Appendix 1 – Application process, selection criteria and Terms & Conditions** when assessing applications from prospective suppliers.

These specifications provide a detailed selection criteria and explain roles and responsibilities of a successful new supplier and Ararat Gallery TAMA and Ararat & Grampians Visitor Information Centre.

## RECORDS MANAGEMENT

- Stock is purchased wholesale
- Stock is entered into Council's retail system
- A stocktake process completed at the end of every financial year

## APPENDICES

### Appendix 1 – Application process, selection criteria and Terms & Conditions

#### Application process

Supplier spaces are very limited. New suppliers will be selected via an Expressions of Interest process. Prospective suppliers can submit an EOI via an online form.

#### Selection Criteria

Successful applications will demonstrate:

- A high level of skill in design and production
- Commercial potential of products
- Originality of concept and design
- That all work is be made in western Victoria, unless in conjunction with a current exhibition

#### Terms & Conditions

Following the outcome of a successful application, new suppliers must:

- Agree to sell products to Council at wholesale prices
- Provide recommended retail prices that are at least 35% more than the wholesale price
- Complete Council's supplier registration process
- For suppliers that do not have an ABN, an ATO Statement by a Supplier form must also be completed - [www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn/](http://www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn/)
- If the total wholesale amount is over \$1000, the supplier must supply a written quote; orders under \$1000 do not require a written quote
- All tax invoices must contain the relevant minimum requirements as determined under the GST Legislation (A new Tax System – Goods and Services Tax) Act 1999.

- Invoices must also include reference to:
  - Purchase order number as provided by Council staff
  - Quantity
  - Price per unit, and
  - Total invoice value
- All stock is to be supplied accompanied by a delivery docket clearly outlining the item type, quantities, the wholesale price and the recommended retail price
- Any display accessories (e.g. stands, business cards, etc.), provided by suppliers must be of a high quality and approved by the Visual Arts Coordinator