

To interested, Brands, Suppliers, Manufacturers, Publishers, Distributors, Designers, and Maker's representatives,

We appreciate your interest in supplying and contacting the Gallery Shop at the Art Gallery of NSW. The Gallery Shop buying team are always looking for new products and suppliers and welcome all new submissions.

For the buying team to effectively review and determine if your product or publication is suitable, please follow the below guidelines:

- Please email a single PDF or Word document to [submissions.galleryshop@ag.nsw.gov.au](mailto:submissions.galleryshop@ag.nsw.gov.au) including the following information:
  - Business trading name.
  - Contact details including contact person/rep, email, phone number, and address.
  - ABN.
  - If your business is registered for GST or not.
  - An outline of your product including;
    - Description of product and brand.
    - Information on fabrications and materials.
    - Available colours.
    - Dimensions and weight.
    - Country of origin.
    - Images.
    - Wholesale prices ex GST and RRP's.
    - Margin, Gallery Shop require minimum 50% margin which is non-negotiable.
    - Minimum Order Quantities (MOQ's), if applicable.
    - Pack sizes, if applicable.
  - An outline of your book / publication including;
    - Title.
    - Author / illustrator / editor.
    - ISBN.
    - Format, hardback, paperback, flexi jacket etc.
    - Description of title.
    - Cover image, preferably a jpeg file.
    - RRP.
    - Trade discount, Gallery Shop require minimum 40% trade discount which is non-negotiable.
    - Please note Gallery Shop do not take titles on consignment.
  - Submitted outlines must include the below information, for product and book/publication;
    - Minimum order values, if applicable.
    - If freight is charged or free. Or required order values for free freight.
    - Please note if stock is available for immediate order, or otherwise note production and shipping timelines/release dates.
    - Stock quantities available to order, if available for immediate order.
    - Trade terms, including when payment needs to be made, returns, minimum quantities etc.
    - Current stockists and other retailers you are approaching.
- Please note the Gallery Shop DOES NOT accept physical samples unless requested by the buying team.

- Submissions should NOT be discussed or submitted in person with the Gallery Shop customer service sales staff, or Gallery front of house teams.
- Due to the high volume of submissions we receive, we are unable to return any printed matter submitted.
- Please allow up to 12 weeks for your product submission to be reviewed.

We look forward to receiving your submission.

Kind regards  
Gallery Shop buying team