

Main Gallery & Gift Shop

Please carefully read the following Terms & Conditions for any Artist participating in Art House's Main Gallery and/or Gift Shop. All Artists must agree to the following Terms & Conditions to be featured at Art House.

- 1. Artwork dropoff, Display and Pickup**
- 2. Promotion**
- 3. Sales, Payments and Liabilities**

1. ARTWORK DROPOFF, DISPLAY AND PICKUP

Only pieces that were discussed and accepted are to be dropped off. Artists may not bring in additional pieces or make substitutions without prior discussion and agreement with the Gallery Manager or Art Director, and artwork cannot be dropped off for consideration without consent.

Accepted pieces or items are to be dropped off at Art House anytime during regular business hours and are to be signed in at the cafe counter. Artists are responsible for ensuring that their artwork and any frame(s) can be transported safely. We ask Artists to be mindful of stacking frames without separators as the back of a frame can cause damage to the front of other frames or artwork. Please note that packaging in which pieces are delivered will not be returned to the artist.

Art House has the right to refuse any accepted piece(s) or item(s) upon delivery for reasons including, but not limited to, damage suffered by the item.

Any piece or item intended for display on a wall **MUST** be dropped off at Art House in a ready-to-hang state:

- proper attachments or mounting at the back, such as eyelets and wire or sawtooth hangers, must be included;
- canvas edges should be finished unless the canvas is framed.

Any originals and prints to be sold without a frame, as well as greeting cards, **MUST** be dropped off in a protective plastic sleeve, preferably with an identifier tag or business card with the artist name visible at the back.

Main Gallery & Gift Shop

Failure to bring the piece in a ready-to-hang state or without a protective sleeve may result in the dismissal of the accepted piece. Depending on timing and size of the piece, the vendor may have the option to pay a hanging fee or purchase sleeves.

Accepted pieces and items will remain at Art House until a sale occurs, until the Artist requests a return with at least 72 hours in advance in writing, or until Art House chooses to make a change to the artwork on display and return the artwork to the Artist.

Art House will review its inventory on a regular basis, contacting Artists if an item is being returned and a pickup is required. Artwork requiring pickup must be signed out and picked up from Art House by the artist (or their established representatives) during regular business hours and no more than 14 days after being contacted by Art House. Artists must request an extension in response to the pickup request, in writing, if they are unable to pickup their artwork in the specified time frame. While Art House will do everything in its power to contact the Artist, Art House reserves the right to auction, or sell, or donate, any item that was not picked up in the above mentioned time frame without further compensation to the Artist.

2. PROMOTION

By agreeing to this contract, artists authorize Art House to use any text referring to their work and/or photograph and/or video containing their work, in full or in part, for print or online marketing and sales purposes. This may include photo and video shoots by third parties at Art House for reporting, promotional, or artistic purposes.

Art House may share with customers or the media any links, handles or email addresses provided in the Artist Information section of this form.

3. SALES, PAYMENTS & LIABILITIES

On the sale of any piece or item submitted, Art House shall be entitled to a 30% commission, unless otherwise specified in writing.

Main Gallery & Gift Shop

If you need to charge HST, factor the tax amount into the calculation of your submitted price, such that the amount you'd like to receive for the artwork plus the HST are both covered by 70% of the total sale price that Art House will disburse.

Art House will make payments to artists for the sale of art or merchandise in the two weeks (14 days) following the end of the month in which the sale was made. All sales will be reported to Artists through monthly Artist Sales Reports that follow any given payment.

Payments will be made by e-transfer (\$1.50 charge per payment), or in cash, to be picked up at Art House. Artists must indicate their preferred method of payment in this form. Please note:

- For cash payments, there must be a minimum of \$10 owing in order to issue a cash payment. If sales for any given month result in an amount owing to the Artist of less than \$10, this amount will be rolled over to the following month and be paid out when the total owing in your Artist Account grows to over \$10. Artists will be notified by email in the event of payment ready to be picked up. Artists may request an updated total for amount owing in their Artist Account or request a cash payment of any outstanding balance on the next cycle by contacting submissions@theearthhousecafe.ca.

- In the case of the e-transfer method, the balance for payments of less than \$10 (after subtraction of \$1.50 e-transfer fee when applicable) will be carried over to the following payment period. If an e-transfer is returned, an administrative fee of \$10.00 will be applied to the account and funds will be withheld until Art House receives a confirmation of the preferred method and email address for payment.

- Artists may request to switch their payment preference at any time by contacting submissions@theearthhousecafe.ca.

Art House is not responsible for losses or damages due to theft, vandalism, or accidental breakage, and does not guarantee to provide monetary or other compensation for any such occurrence. Art House will however take all reasonable measures to prevent any losses or damages while in possession of any given piece or item.