

Special Exhibitions

Please carefully read the following Terms & Conditions for any Artist participating in an Art House Special Exhibition. In the case of group Special Exhibitions, the primary contact in communication with Art House is responsible for ensuring that all fellow participants in the group Special Exhibition are aware of and agree to the following Terms & Conditions.

1. **Booking fee and commission**
2. **Registration, Labels and Terms & Conditions agreement**
3. **Presentation, installation and takedown**
4. **Vernissage and promotion**
5. **Sales and artist payment**
6. **Liabilities**

1. Booking fee and commission:

Exhibitions with works for sale: the booking fee for a one-month Special Exhibition at Art House is \$250 + HST. Art House will collect 30% commission on all sales unless otherwise specified in writing. Please note: if more than 50% of the pieces in the Exhibition are not for sale, the full \$350 + HST display fee will be charged.

Exhibitions WITHOUT works for sale: the booking fee is \$350 + HST.

IMPORTANT: exhibition bookings are finalized upon receipt of the booking fee. The full booking fee must be paid by the due date indicated on the invoice (typically two months in advance). If the artist cancels or reschedules the Exhibition with less than one month's notice, Art House will retain the booking fee as a non-refundable deposit.

Any damage to the walls, floor, furniture, or other property/features of Art House will be charged to the artist at the full cost of repair, including but not limited to, materials and labour.

2. Registration, Labels and Terms & Conditions agreement:

Registration: Artists will be required to fill out a [Special Exhibition Registration Form](#) and Artwork Labels list to provide details like an artist bio and statement, details for each piece of artwork, and acceptance of the Special Exhibition Terms & Conditions. Special Exhibition Artists agree to deliver the necessary information in a timely manner, a **minimum of one week prior to the start of the exhibition**.

Labels: As part of the Special Exhibition package, Art House will print labels for up to 30 pieces of artwork per Special Exhibition. If the number of artwork exceeds 30 pieces, a printing fee of \$20 + HST



will be applied to every additional 30 labels, or portion thereof, requiring printing by Art House.

We will require the following information for each piece:

Title of the artwork

Name of the artist

Medium

Size (of unframed artwork and frame size, in inches)

Price

Artists will be asked to provide this information through an artwork labels list a **minimum of one week prior to the start of the exhibition**. We encourage artists to provide their information as soon as possible in order for the organization of the exhibition to go smoothly.

Art House Terms & Conditions: Artists will be required to agree to Art House's Terms & Conditions when submitting their Special Exhibition Registration form.

3. Presentation, installation and takedown

Presentation and Content: Art House reserves the right to exclude any Special Exhibition piece(s) or item(s) prior to or after hanging for reasons including, but not limited to, damage suffered by the item and poor presentation. Artists will be notified as early as possible if any changes are required. Canvas edges should be finished or clean unless the canvas is framed.

Artists must present the artwork and/or theme or subject that was submitted and approved. Artists may not change the Special Exhibition content without prior discussion and express permission from the Art Director or other member of the Gallery team.

Special Exhibition Area: all Special Exhibitions shall be installed and displayed in the Special Exhibition Area of Art House, located in the northeastern corner of the main floor. Artwork from the Special Exhibition may not extend into any other area of Art House.

The North, East, and South walls can be used for hanging the Special Exhibition (approximate surface area of 109 square feet total). No artwork should descend lower than 48 inches vertically from the hanging bar (60 inches above the floor). Artwork is to be displayed on the walls only – shelves, platforms, and other displays are neither provided nor permitted for Special Exhibitions without prior discussion and express permission from the Art Director or other member of the Gallery Team.

Installation & Hanging Supplies: installation (hanging) must be completed or arranged by the artist and must take place on the first non-holiday weekday (Monday - Friday) of the month between the hours of 10:00 am and 1:00 pm. If the installation is not completed within this time frame, the artist must complete the installation the following non-holiday weekday between 10:00 am -1:00 pm. Special



Exhibition artwork may not be delivered in advance of the hanging date without prior discussion and express permission from the Art Director or other member of the Gallery Team. Artists must not leave behind any packing or other supplies, waste, or otherwise once the installation of the Exhibition is complete.

Art House will provide chains, S-hooks, and a step ladder for installation. Artists are responsible for bringing their work ready to hang with eyelets, wire, etc. Provided with advance notice and depending on availability, Art House may be able to provide these supplies at a minimum cost of \$5 per art piece.

While we strongly recommend the use of chains and S-hooks, if the artist deems it necessary or preferred for nails to be used for hanging artwork, a fee of \$25 will be applied for Art House to patch the walls after the end of the Exhibition. With prior discussion and permission from the Art Director or other member of the Gallery Team, artists may use their own alternate hanging materials instead of chains, such as fishing line. The use of sticky putty or tape to hang artwork is not permitted.

Takedown: The artist is responsible for taking down their unsold Exhibition pieces on the last non-holiday weekday of the month between the hours of 10:00 am and 1:00 pm. The artist must notify the Gallery Team if someone other than themselves will be taking down and/or picking up the artwork in their place. All sold artwork and associated labels should remain on the walls, to be processed and packaged by Art House staff.

4. Vernissage and promotion:

Vernissage: Each Special Exhibition booking includes a vernissage to be held on the second Thursday of the month, from 7 pm to 10 pm. The artist will receive two complimentary bottles of wine (one red, one white) for the vernissage. Additional bottles may be ordered ahead of the vernissage event at a reduced price of \$25 + tax. Standard Art House menu offerings will be available through the café counter/bar at the time of the vernissage event and a catering menu can be provided upon request. External (non-Art House) food and drink (non-alcoholic) is only permitted with express permission and is subject to an external food or drink fee. External alcohol is not permitted except under the Bring Your Own Wine endorsement, for which Art House will charge a \$15 corking fee per bottle.

Promotion: Special Exhibitions are promoted on our relevant channels (including our monthly events newsletter & social media platforms). The vernissage will be listed on our website and Facebook calendar and promoted on all channels. The artist is responsible for providing the Gallery Team with the following information through the Special Exhibition Registration Form:

1. High quality photos of some of the work to be displayed (jpeg)
2. Short artist biography (under 500 words)
3. Artist statement (under 500 words indicating the goals of the exhibition)
4. Social media handles & website(s)

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Special Exhibition Artists authorize Art House to use any text referring to their work and/or photographs or images containing their work, in full or in part, for print or online marketing, promotion and sales purposes. Art House may share with customers or the media any links and handles provided in the Registration Form.

5. Sales and artist payment:

Exhibition Integrity & Sold Pieces: Special Exhibition artwork will remain on display until the end of the exhibition at which time any sold artwork is packed up and made ready for pick up. Art House will manage all sales processing, collection of customer information and artwork pickup following the end of the Special Exhibition. In the event of special circumstances where a buyer must take the piece home immediately (out of town buyers etc.), pieces may be taken off the wall and sent home with the buyer at the time of purchase. Should the buyer have sufficient reason to take the piece home at the time of sale, we will contact the Artist by email to notify them and the artist is encouraged to replace the artwork on the wall in the interval period (specified below) with another piece for sale.

Interval period: This is the halfway point of the exhibition where the artist gets the opportunity to replenish the exhibition and add pieces to replace the sold pieces under special circumstances. It will be a weekday roughly halfway through the exhibition, between 10:00 am and 1:00 pm. The day of interval is to be decided between the artist and the Gallery Team depending on their availability and new artwork label information must be submitted to the Gallery Team prior to hanging.

Payment: Art House will make payments to artists for all art sales 14 days after the last day of the Special Exhibition month. Artists may indicate whether they prefer to be paid by e-transfer (\$1.50 charge per payment), or by cash, to be picked up at Art House. Artists requesting a cash payment will be notified when payment is ready to be picked up. Payments of less than \$11.50 can only be made in cash. If an e-transfer is returned, an administrative fee of \$5.00 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.

Taxes: 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.

6. Liabilities:

Any and all equipment provided by Art House – including ladders, tools, hanging supplies, etc. – is to be used at the artist's own risk. Art House shall not be held liable for any injuries to the artist or any of the artist's party resulting from the use of the equipment. Art House is not responsible for artwork damaged from the use of said equipment by the Artist or the artist's party, and the artist will not receive compensation for losses or damages.



Art House and its staff will not be held 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 artwork or item.