



2020 EXHIBITOR AGREEMENT

ArtSea Gallery in Tulista Park
9656 Fifth Street, Sidney BC
250-656-7400 admin@artsea.ca

Rental Requirements

- Weekly rental rate \$300 - ArtSea Membership required by **ALL** participants
- Non-refundable deposit of \$75 required to reserve space
- Renter must have a **current** ArtSea Membership before completing an **Application to Exhibit**
- Renters must provide their own personnel to staff the show during opening hours. Artists are encouraged to be present most of the time to interact with visitors and do demonstrations of their work
- Renters are responsible for advertising their show. ArtSea provides only basic advertising
- Artwork displayed must meet ArtSea standards (see Gallery Guide: Presentation Standards)
- *ArtSea reserves the right of refusal if content or presentation does not meet professional standards*

Sales

- Renters must handle their own sales
- Renters must provide their own payment options such as a Square Reader or similar, for non-cash sales
- ArtSea does not take any commission on sales

Presentation

- All artwork must have printed title cards: should include Title, Artist's name and Price if applicable
- Hanging is by click rail system provided
- Adhesive putty and painters tape may be used to mount title cards and lightweight items. These are not provided by the gallery. **DO NOT USE NAILS, PUSH PINS OR CELLO TAPE ON THE WALLS**
- Artwork should be properly framed
- Plinths, glass cabinets, small display boxes and other display items are provided by the gallery
- Artists are encouraged to bring their own display items should they choose

Set Up

- Set-up takes place the Thursday evening at 5 PM before Friday start date
- The Gallery Administrator will provide an orientation of the facilities at set-up time
- Alarm system and front door entry code instructions will be provided by the Gallery Administrator
- Renter is responsible for keeping the gallery clean, e.g. removing garbage, sweeping the floor

Take down

- Take down all artwork immediately after 4 PM closing time on final day of booking
- All artwork and other items belonging to Renter must be removed from the gallery by 5 PM on final day
- Make sure all wall surfaces are clean. Remove all adhesive putty residue
- Make sure floors are swept, garbage is removed and kitchen is clean and tidy
- Leave gallery ready for next renter

Security

- Setting the alarm code at the end of business is the responsibility of the Renter on days when the Administrative Assistant is not in the office.
- Renter will be instructed by Gallery Administrator in procedures in the event the alarm should be triggered.

NOTE: Rental of the ArtSea Gallery does not include access to office, office supplies or office equipment.

Booking Dates: _____

NOTE: Please retain this Exhibitor Agreement for your records.