



Office Use Only	Application accepted:
Rejected:	Month chosen:

## Application for Legacy Gallery

**A good representation of your work must be submitted** and appear as it would for sale and display in the gallery, i.e. all paintings, drawings must be titled, framed and/or glazed, and ready for hanging. **NO MORE THAN 6 ITEMS PLEASE. The jurying committee meets on the last Wednesday of the month at 9:30 am.**

**Along with your submission of artwork for consideration, please include the following documents:**

- 1) A summary of the exhibit you wish to show
- 2) An artist's statement outlining the objectives of your work
- 3) An artist's resume/CV

A group committed to the Legacy Gallery will jury this work on the basis of originality, creativity, execution and cohesiveness.

The applicant will be notified within 3 or 4 days following the jurying process (usually by phone) and further arrangements can be made for pickup or display.

The current percentage commission (35%) from all sales will be charged as well as a \$600 (plus HST \$78) fee. The applicant will be notified within 3 or 4 days following the jurying process. **UPON ACCEPTANCE, please send a 50 word summary and one photograph of the work (345 pixels high and 460 pixels wide for the website) to [info@artistscoop.ca](mailto:info@artistscoop.ca) PLUS a \$100 (plus tax, \$113) non refundable deposit, within 30 days of acceptance to retain your spot.** The remainder of the fee is due during set up.

**The Artists' Co-op will handle your work with the utmost care, but regret we cannot be responsible for any loss or damage. Applicants are responsible for their own insurance.**

During which month do you prefer to exhibit your work? (No guarantees) \_\_\_\_\_

Can work be removed during the exhibit, or stickered when sold and picked up after exhibit?

Do you submit H.S.T? (if it is a group show, you must indicate who collects HST)

Yes \_\_\_\_\_ No \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Please ensure you have included the following:

1. Exhibit Summary
2. Artists' Biography and/or resume
3. Any information relevant to the work on display; process, materials, price points etc...

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

If your application is accepted, this form will become the contract for your participation in our Legacy Gallery Rental. Your signature releases the Artists' Co-op from liability. Your money from sales will be available 30 days from end of the month you are exhibiting. If you have questions please contact Morag Budgeon at 519 371 0479 or [info@artistscoop.ca](mailto:info@artistscoop.ca)...website: [www.artistscoop.ca](http://www.artistscoop.ca)

Please return the completed application to the Artists' Co-op or by email to info@artistscoop.ca  
KEEP THIS SHEET FOR YOUR RECORDS AND INFORMATION

## **Legacy GALLERY RENTAL** - 365' floor space, 625' wall space (floor plan available) THERE IS NO ACCESS TO BIRGIT'S CAFÉ

### **With the rental of the Legacy Gallery there is a division of responsibilities. The Owen Sound Artists' Co-op will:**

1. Have staff on duty during all open hours of Co-op operation. (Monday to Saturday, 9:30 to 5:30, Sundays 12:00 to 4:00).
2. If you provide the information, we will provide labels consistent with our store.
3. The Artists' Co-op is able to process cash, debit, MasterCard, and Visa Sales.
4. The Artists' Co-op will issue cheques for items sold during the first two weeks of the following month. We deduct the 35% at this time.
5. We will advertise your event in our regular free event listings including: Eye on the Arts (Suntimes), Visitgrey.ca, Around the Sound Eblast, and our monthly article in Mosaic. **All other advertising, including posters, is your responsibility.**
6. We have hammers, nails, ladders, and various tools for your use when setting up your exhibit.
7. If we have pedestals and display **not in use**, and you would like to use them, you must make arrangements in advance. (If they need painted, this is your responsibility) Our manager is available to answer any questions regarding display.
8. A detailed floor map is available upon request.

### **You will be responsible for the following:**

1. **Payment of \$100 (plus HST, \$113) as a nonrefundable down payment. This must be received within 5 business days of being notified of your acceptance.**
2. **\$500 (plus HST, \$565) per month.** This must be received at time of set up.
3. All advertising, including posters and banners.
4. Refreshments if you have an opening event on a Sunday, when Birgit's Pastry Café is closed, otherwise arrangements must be made with Birgit. **THERE IS NO ACCESS TO BIRGIT'S CAFÉ.**
5. Hanging of work, not before the first day of the rental month, and restocking during the month if necessary.
6. Removal of exhibit on the last day of the month. A co-op member will fill the holes.