

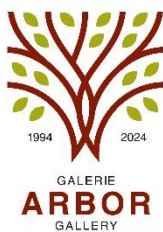
GALERIE
ARBOR
GALLERY

SHOWING YOUR ART
AT THE
ARBOR GALLERY - GALERIE ARBOR

EXHIBITORS KIT

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36 Home Avenue, PO Box 869, Vankleek Hill, Ontario, K0B 1R0
contact@arborgallery.org | 613-518-2787 | www.arborgallery.org

SHOWING YOUR ART AT THE ARBOR GALLERY

DEAR ARTIST & FRIEND,

We are happy to welcome you to your upcoming exhibition at the Arbor Gallery - Galerie Arbor.

Whether it is your first solo show, your first group show or even if you are a seasoned artist who has graced our facilities with your art before, we are pleased to present you with this Exhibition Kit.

This is an information booklet that includes:

- requirements and conditions of your exhibition;
- timeline;
- materials and info we need from you;
- list of services you get by renting the gallery for your exhibition;
- information about payments and insurance coverage;
- contract/agreement between you, as the exhibitor and the Arbor Gallery (AGGA) as the venue;
- some instructions about the material we need from you to ensure a successful exhibition, and a floor plan to start imagining the layout of your show,
- and finally, a few tips – including a link to Ontario Arts Council that can help with your costs.

We hope that you will find this helpful. Of course, should you have any questions, we will be more than happy to answer them and to provide you with the help or guidance that you need during your preparation.

Sincerely,

The Arbor Gallery Team

contact@arborgallery.org
613-518-2287

CONDITIONS

1. EXHIBITION FEES

Current **solo exhibition fees** at the Arbor Gallery are **\$300 (non-members) / \$250 (members); rental fees for collective: \$300***. (* if half of the collective's members or more are members of the gallery, members discount will be applied). This includes:

- **Rental** of Gallery's Exhibit Hall (Small gallery may be used upon request - \$100 extra/ \$85 for members)
 - * Please note that **rental of the gallery hall is not exclusive** – the gallery will continue to hold events (workshops, popups or other) – closed events will be held outside of opening hours, but activities that might increase traffic of visitors will happen during opening hours.
- **Installation** – we encourage artists to be present for installation as they can guide us in their vision of the spirit of their show.
- **Virtual Exhibit:** a video of the exhibition is made and put on our social media, allowing viewers to get a preview of the exhibit.
- **Promotion:**
 - The show is promoted on all the gallery social media.
 - A press release about the show is sent to local newspapers including The Review.
- **Processing of art sales**
 - All items of your exhibition are entered in our Square inventory, and the gallery handles processing fees (debit, credit cards) and other administrative fees.
 - Artists will receive a shared spreadsheet allowing them to list all their artwork – and allowing us to quickly upload it to our inventory.
 - Wall labels are prepared by the gallery. They show title, artist, SKU and price – these are standard from exhibition to exhibition.

2. CONSIGNMENT FEE

- **CONSIGNMENT FEE/COMMISSION:** Given the administrative fees incurred with inventory management, transactions and consignment, Arbor Gallery will retain a 10% administrative charge to be applied on all exhibition sales.

3. TIMELINE

The Arbor Gallery (AGGA) Artistic Coordinator will contact the artist/s with calendar to work out details.

Please refer to Annex 2 for more details about logistics and timeline.

- **Reserve date** with coordinator (Exhibits are held for a full month – 4 Sundays) – To secure reservation, contract must have been received with payment.
- **Required Material** described below must be provided as early as possible but not later than **6 weeks** before the start of the show.
- **Installation:** ready to install artwork shall be brought to the gallery on the established date.
- **Deinstallation:** the artist is to collect their unsold works on the last day of the show or by appointment as arranged with the coordinator.
 - * Please note the Gallery closes from late December to the end of January and no pick-ups are possible during this time.

PAYMENT TO ARTIST / SALES COMMISSION STATEMENT

After the closing of the exhibition, the Gallery will prepare a statement indicating artist sales and commission paid to the Gallery. The Gallery will deduct the commission amount from the sales and send an e-transfer. Upon request, the gallery can pay the artist with a cheque.

If there are no sales, no statement will be sent.

SALES TAX

Harmonized sales tax is the responsibility of the artist. If this tax is charged, please include it in your price but prepare your master list with the pre-tax prices for calculating the commissions on sales.

CASH & CARRY OPTION FOR COLLECTORS TRAVELING LONG DISTANCE

Upon prior confirmation with the artists, collectors who travel long distance and prefer not to come back for their purchase will be granted the right to carry it with them. The artist will then be contacted to bring an item to complete the exhibit.

LAY AWAY

The artist agrees to let the Gallery arrange "layaway" payment agreements with customers. A typical layaway arrangement is when the customer gives the Gallery a set of post-dated cheques, making payments towards the purchase of an artwork. When the final payment has cleared, the customer is permitted to take home their artwork. (Note: this option although available, is very rarely used by our patrons)

4. CHOOSING YOUR EXHIBITION FORMAT

If you have not already done so, please indicate the format of your exhibition:

a. GROUP EXHIBITION (ORGANIZED BY ARTISTS)

Artists wishing to organize a group exhibition will need to submit their theme, ideas and general outline of the collective show in the way described above. They shall also submit quality digital pictures of sample work that will be included in the show.

For these exhibitions our standard exhibition fees apply.

The gallery provides the exhibition space for the show. Installation is handled working closely with the artist present to carry out their vision. Artists do not need to be present during the show except for vernissage, finissage and/or talk. The gallery volunteer greeters help visitors during opening hours.

b. SOLO EXHIBITION

Artists wishing to organize a solo exhibition will need to submit their title and quality digital pictures of their artwork as described above in the Submission section.

For these exhibitions our standard exhibition fees apply.

The gallery provides the exhibition space for the show. Installation is handled working closely with the artist present to carry out their vision. Artists do not need to be present during the show except for vernissage, finissage and/or talk. The gallery volunteer greeters help visitors during opening hours.

5. REQUIRED MATERIAL FROM THE ARTIST

- c. **Wall labels:** Artist will provide a list of pieces to be included in the exhibit, including information below: (please use spreadsheet provided by our coordinator)
- Theme and title of the exhibit
 - Name of artist
 - Title of piece
 - Medium
 - Size & Format (Standard Description is Height X Width X Depth)
 - Price (if for sale) or “Not for Sale” or “Private Collection” otherwise
- ** NOTE: When the artist needs to charge the Harmonized Sales Tax, they must provide the sale price including the tax for their exhibit AND the price before tax for commission purposes.*
- d. The artist will provide an **Artist Statement/Bio:** (bio and statement, or material that will provide information for promotional purposes, such as press releases or newspaper articles, catalogs – ensuring that copyright laws are respected).
- e. Artwork must be ready to install (instructions provided with contract). The Gallery reserves the right to refuse works improperly prepared for hanging or to charge the artist for time and materials the Gallery has to provide to adjust the works for proper display. Please contact the coordinator if you are unclear about how to prepare your works for display.
- f. The artist will bring the works to be exhibited to the Gallery framed and/or otherwise ready to be installed by appointment on the day established for installation. Each work must be identified on the back with the name of the artist and title.

6. WHAT THE GALLERY PROVIDES

PROMOTION & ADVERTISING

The Gallery promotes the show on Facebook and on its website and social media. Artists are strongly encouraged to actively share promotional material on their own social networks. A Press Release is sent to local newspapers about the exhibit.

VERNISSAGE

The Gallery will provide snacks and non-alcoholic refreshments for the vernissage.

END OF SHOW - FINISSAGE

On the last day of your show – you have an opportunity to schedule a finissage – whether in the form of a Meet & Greet, a presentation or a talk. This will give your collectors, and the community, a last chance to meet with you and learn about your art, and your current exhibition. Schedule can be from 1pm-3pm, like a vernissage. Let us know on the exhibition form.

INSTALLATION / DEINSTALLATION

Arbor Gallery is responsible for staffing the Gallery during all Gallery hours for the duration of the show.

The Gallery's Installation Team will assist in the setup of the exhibit, aiming to optimize the viewing experience while integrating the artist's vision as much as possible. The Installation Team reserves the right to refuse artwork that is not prepared properly.

IMPORTANT NOTICE: At the end of the exhibition, all artwork displayed during the exhibition must be collected. Artwork left at the gallery for more than 30 days will be deemed a donation for the gallery to sell. (*Artist will be notified one last time before we proceed*).

7. DONATIONS & OTHER REVENUES

Arbor Gallery - Galerie Arbor is a registered charity whose mission is the promotion and support of the arts and culture within our community.

Our activities are sustained by loyal donors, membership donations and donations from visitors to the gallery. Consignment fees and sales of donated artwork also contribute to helping us pursue our mission and increase our impact throughout our community.

We are grateful for the generosity of everyone and anyone who takes the time to contribute time, money or artwork to help us survive.

Given that all our revenues are used to support our organization and ensure the pursuit of our mission, all donations received during any given exhibit shall be considered donations to the Arbor Gallery, unless otherwise specified by donors. Similarly, should the Gallery decide to charge an admission fee or a suggested admission donation, all sums received will also be considered the AGGA's sole property.

Any fundraising event or effort organized to benefit the Gallery shall be presented and described in detail for approval by the Board. They must meet specific legal requirements compatible with our charitable activities, ensuring that they are deemed acceptable by the Canadian Revenue Agency.

8. COPYRIGHTS (PERMISSION)

The Artist agrees to let the Gallery photograph their artworks. The artist gives permission for the Gallery to use these images solely for promotional purposes. The Gallery use of the images will include posting the images online and/or using the images in printed material when required. The artist also gives permission for the images to be used to promote the Gallery. (For example, a photo of a work included with the Gallery's listing in the local tourist guides or an ad for the Gallery in a newspaper).

Resales are not permitted – except otherwise specified. Moreover, the Artist certifies that all artwork displayed during the exhibit is their own creation and/or that they are authorized to display it/use it. The gallery also reserves the right to refuse art that appears to be plagiarized or falls under the definition of cultural appropriation. In such cases, the gallery team will sit down with the artist to clarify the situation.

9. RETURNING ARTISTS - RESTRICTIONS

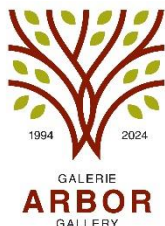
As an art gallery with a charitable status, Arbor Gallery's mission is two-fold. We offer a variety of art, in many forms, to the community, with the purpose of raising and promoting the appreciation of art and culture. We also position the gallery as a space of choice for local and non-local artists to share their creations with the community. This fills a purpose that aims to offer diversity, and allows us to give a chance to many of artists to share their work.

Consequently, we have established a policy that an artist must wait a minimum of **24 months** before returning to the gallery for an exhibition; whether as a solo exhibitor or part of a collective exhibition. This policy has been voted by the Board of Directors at our annual strategic planning meeting of July 2023, and applied to all submissions presented after that date.

This will allow for a more balanced distribution of the programming calendar and give more artists a fair chance to use the gallery space to share their art with the public at large.

10. SPECIAL CONDITIONS — IF APPLICABLE

In some situation such as retrospectives or mixed art show/event, the Arbor Gallery will be able to offer special conditions which needs to be approved at the Board level. These shall be discussed beforehand and will be included here, in your contract.



Arbor Gallery - Galerie Arbor

36 Home Avenue, PO Box 869, Vankleek Hill, Ontario, K0B 1R0
contact@arborgallery.org | 613-518-2787 | www.arborgallery.org

AGREEMENT — PAGE 1 OF 2

Artist's Name* _____
(*as you wish it to appear on promotional material)

Telephone _____ **E-mail** _____

Address _____ **PO Box:** _____

Town: _____ **Province:** _____ **Postal Code:** _____

Show Title: _____

Dates: _____
(* all exhibits are scheduled to include 4 Sundays)

Vernissage: _____

Finissage – (optional) I wish to hold a finissage on the last day of my show ☐

* Installation and deinstallation will be arranged with the artists by the gallery coordinator.

Fees

Exhibition fees for the Main Hall of the gallery are \$300 for non-members, \$250 for members. Payable before the start of the show.

Artist's Remittance from Artwork Sales

The gallery will prepare a sales statement after the closing of the exhibition – and will pay the artists for all sales of their work during the period of their exhibition. A 10% administration fee will be retained by AGGA.

I understand that due to lack of storage space I must pick up my exhibition artwork during the specific times provided and that artwork left longer than 30 days beyond the designated pickup times will become the property of Arbor Gallery – Gallery Arbor.

* Sold pieces will be picked up by collectors on last day of show unless other arrangements are made with the gallery.

Insurance Waiver

1. I am aware that although reasonable care is taken to display/hold the artwork, Arbor Gallery - Galerie Arbor does not insure or agree to be responsible for any theft, damage, or loss of any article displayed at the gallery.
2. I agree to accept any and all loss, theft, or damage resulting directly or indirectly from holding an exhibition, participating to one or displaying items in the gallery gift shop.
3. I understand that this release is intended to protect Arbor Gallery, its directors, its officers, its employees, its agents, and its volunteers from any claim of negligence (the failure of reasonable care), and that this is a release from liability, a hold harmless agreement, and an assumption of risk agreement.
4. I understand that this is a legally binding contract between the Arbor Gallery - Galerie Arbor and myself, and that it is binding on myself, my heirs, or anyone making a claim.

By signing this agreement, the Artist confirms having read, and agreeing with, all conditions described above. The Artist also reserves their exhibition dates and confirms the exhibition.

Please note: Exhibition dates are not reserved until the AGGA has received this form duly completed and signed by both the exhibitor and the Arbor Gallery authorized representative.

*I certify that I have the right to display all art presented during this exhibit,
and that all art (including reproductions) is my original art. (Resales are not permitted.)*

Initials

I certify that I have read and understood all conditions and requirements included in this agreement,

Initials

Artist's Name & Signature Date

Arbor Gallery Mandated Officer Date

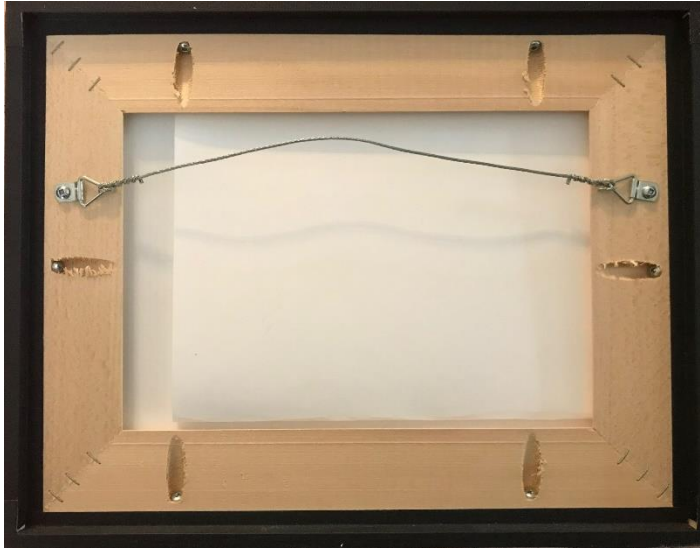
Please return the completed and sign contract (pages 8/9 of the current document)

By email to contact@arborgallery.org

or by mail to 36 Home Ave. P.O. Box 869, Vankleek Hill, ON K0B 1R0

ANNEX 1 — HANGING REQUIREMENTS

- Please note that we have a gallery hanging system at the Arbor Gallery. For optimal display of your art, we strongly suggest that you install the hanging hardware shown in the picture below. D-ring have the advantage of protecting the walls since they do not stick out from the frame) - install D-rings about a third of the way down from top of the frame –



REMEMBER: make sure your wire is taut, this will stop your painting from leaning once it's hung on the wall) Wiring comes in stainless or vinyl coated – vinyl coated is easier on the hands.

D-rings should be angled slightly upward, as in this picture.

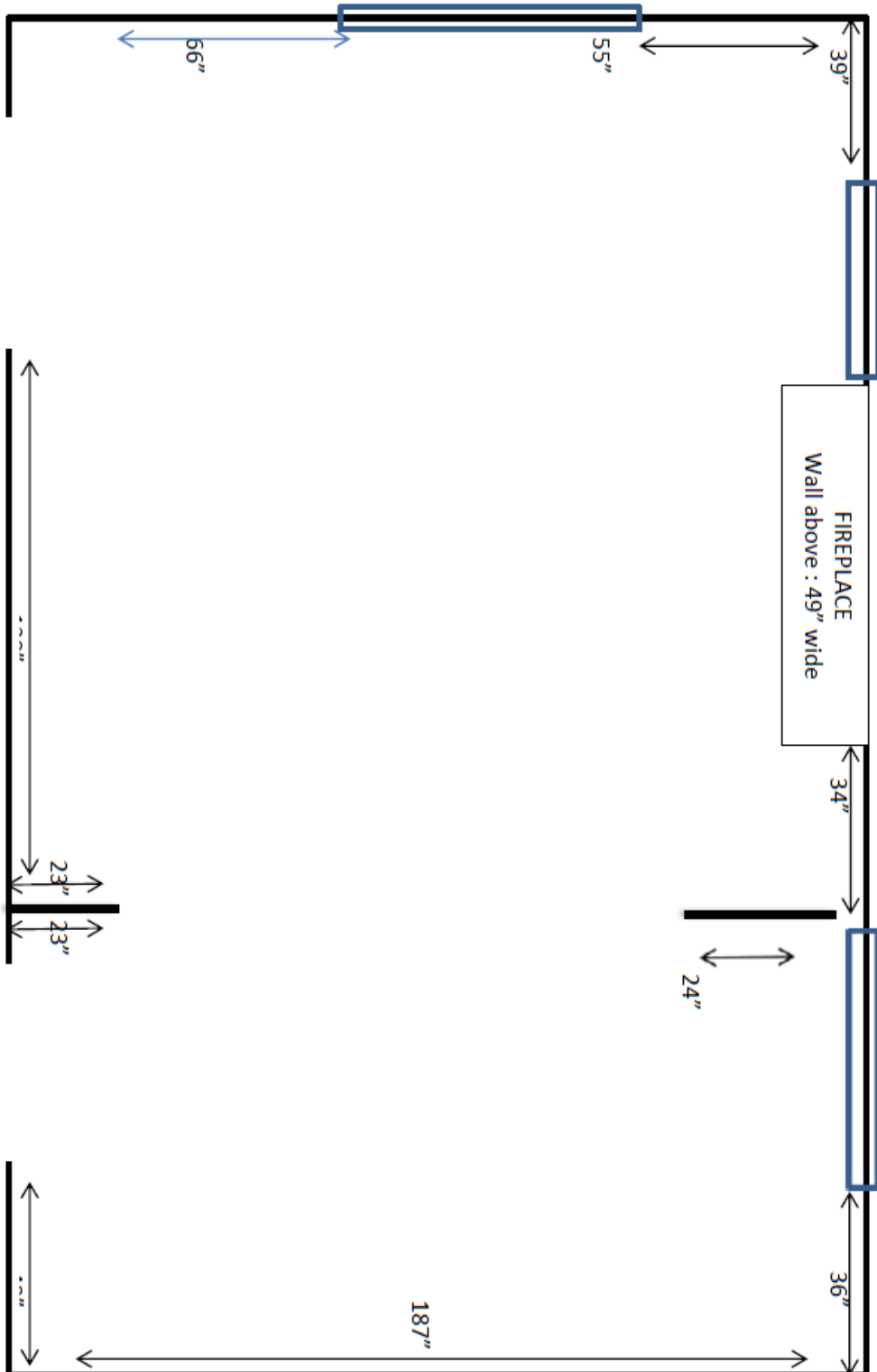
Using Screw Eyes for wire: some people prefer to use screw eyes to hang their wire – if you choose to do so, please install the screw eyes **INSIDE** the frame so that they will not damage walls and will hang properly.



- **Paintings do not need to be framed as long as their sides are finished. You can finish them by painting them black or an assorted colour to your painting, or by extending your painting to cover the sides completely.**
- All accepted works must be clean, dry, appropriate gauge wire with sturdy hardware (D-rings, C-rings) and the surface protected, if the medium requires this precaution at time of drop off. Works that do not meet with these criteria will not be accepted for hanging. This rule will be enforced.
- Fragile works must be presented in a transparent enclosed container supplied by the artist.
- All artworks must be identified on the back of the work (or as suitable), with the name of the artist and the title.
 - *A nice touch: in the back of the painting, you might want to prepare a certificate of authenticity, label or signature and date.*
- Floor Plan is provided on next page.

ANNEX 2 – FLOOR PLAN, MAIN HALL

Exhibits are displayed in our Main Hall. (Measurements below are of space for artwork)



A FEW TIPS FROM THE ARBOR GALLERY

GETTING YOUR EXHIBITION SUBSIDIZED

ONTARIO RESIDENTS

Ontario Arts Council can help Ontario artists to cover their exhibition costs as well as framing costs, (or framing materials if buying your own frames and do it yourselves. Photo-based artists can also recover printing costs for the show: (see "photo printing for exhibition" in the description of eligible expenses.)

The minimum you apply for is \$500 and the max you can get is \$2000.

If the show happens outside of the grant period (generally June to Jan of the following year) artists can keep their receipts and apply retroactively.

More information can be found at: <https://www.arts.on.ca/grants/exhibition-assistance>

The grant office's contact info is top right of the link's page, but here it is below:

Amber Yared
Program Administrator
ayared@arts.on.ca
416-969-7461 Toll-free in Ontario: 1-800-387-0058

Other potential sources of financing (for non-Ontario residents, for instance) – can be found with the Canada Art Council. <https://canadacouncil.ca/funding/grants>

For Quebec residents, other grants can be found with the Conseil des arts et des lettres du Québec, <https://www.calq.gouv.qc.ca/en/grants/grants-programs/artists>

COLLECTIVES

If you wish to form a collective, Arbor Gallery can help you with your call to artists and process. Just send an email and an outline of your project to contact@arborgallery.org

We can also offer you a place to meet during your preparation process, at no cost – subject to availabilities (our opening/events hours).

Thank you, and see you soon!

The Arbor Gallery Team!

ANNEX 3 – TIMELINE AND LOGISTICS

You have decided to display your art at the gallery, congratulations!

Here is a timeline that will help you prepare – and help us be more efficient. The kit contains all the information that you need to prepare. However, this timeline will help you structure your preparation.

Every month, we invest time and energy to prepare our upcoming show – by respecting the timeline below, you allow us to do the same with everyone. And we thank you for that.

TIMELINE	DESCRIPTION
STEP 1 Today	You have read through our exhibition kit and have chosen your preferred date. You have completed and signed the agreement for and waiver.
STEP 2 This week	Send in (email, mail or drop off by appointment) * please note that your date will be penciled in until you pay the exhibition fees. If your preferred date is not available, you can ask to be put on our waiting list (first come, first served)
STEP 3 Between tomorrow and 1 month BEFORE YOUR SHOW	<ol style="list-style-type: none"> 1. Create! 2. Prepare your artwork as indicated – make sure you follow the instructions about hanging and preparing your art for display 3. Prepare an artist statement and/or bio if you wish 4. Think of a title for your show (this is not mandatory to send with the contract)
Important Note	<p>We know you are excited about the show, but please do not contact us with logistics questions about your exhibition until the coordinator gets in touch with you at steps 4 & 5.</p> <p>We appreciate your collaboration!</p>
STEP 4 3 weeks before show	<p>We will contact you to:</p> <ol style="list-style-type: none"> 1. set up the date for delivery of your artwork; 2. send you an inventory template (Excel) to allow us to track transactions and/or prepare wall labels – which you will be able to complete online. For people who prefer to work on paper, an inventory template will be provided. 3. Remind you to send in your bio/artist statement 4. Invite you to take good pictures of some of your artwork for promotional purposes 5. You will be contacted by our volunteer in charge of press releases to answer some questions for her press release about the show
STEP 5	Our coordinator will follow up with you to:

2 weeks prior	<ol style="list-style-type: none"> 1. Answer all your questions about the timeline and process 2. Ensure that you have paid your exhibition fees 3. Ensure that we have your bio/artist statement 4. Ensure that we have your complete inventory (titles and prices) on the Excel template provided 5. Confirm the delivery date for your artwork and installation 6. Choose (with you) your preferred dates for vernissage and finissage
STEP 6	<p>Now that you have the date for your vernissage – it is a good time to start inviting friends and family to come visit you that day. We will do promotion on social medias and local newspapers, but personal invitations have proven to work well.</p>
STEP 7 During the week preceding the show	<p>Our coordinator will confirm that you are available on the date that was agreed upon with us. Arrange for transportation of your artwork and make sure it is ready to install. Our team will assist you with the hanging of the exhibit.</p>

RESPECTING OUR VOLUNTEERS & PART-TIME COORDINATOR

As a registered charity, Arbor Gallery is a nonprofit organisation that is managed by a Board of Directors. To help with our day-to-day operations, we have one part-time coordinator, and rely on volunteers for everything else.

It is then understandable that we cannot provide the level of personalized service that a fully staffed for-profit gallery could offer. All our volunteers and our coordinator are highly dedicated people and we are doing our very best to make your experience as easy, and pleasant as can be.

We thank you for your patience if we experience delays or issues due to a particularly heavy workload at times.

ANNEX 4 – FREQUENTLY ASKED QUESTIONS

WHEN SHOULD I COMMUNICATE WITH YOUR COORDINATOR TO ARRANGE FOR MY SHOW?

Make sure to read the above timeline carefully. Remember that we organize 11 exhibitions per year, and to ensure that all artists receive a fair and comparable service, we ask you to please respect this timeline and instructions. Please note that the indicated timeline can vary slightly, depending on our workload.

So the only time you should directly contact our coordinator would be to ask for an Exhibition Kit and to reserve your date for your show. Once that is done, he will contact you approximately 3-4 weeks before (Step 4) and again approximately 3 weeks prior to your exhibition (Step 5) to arrange final details and answer your questions.

However, in order to help you through your (very normal) questioning, here are some of the most frequently asked questions.

PREPARATION - WHAT DO I NEED TO DO TO PREPARE FOR MY EXHIBITION?

ARTWORK:

You need to make sure that your artwork is prepared for hanging according to the instructions in our exhibition kit.

FRAMING:

Painting on canvas: We do not recommend that paintings on canvas be framed as most collectors would prefer to choose the frames according to their décor. Make sure you use a quality canvas (staples in the back, not on the side) and finish the sides by extending your painting or harmonizing its colour to the painting. Another option is to paint the sides black (gesso first, then finish with your varnish – flat, satin or gloss). Make sure to make a clean edge, ensuring a professional look.

Watercolours and some mixed media: when the medium requires that you frame your artwork. Pay attention to two things: choose a frame that is neutral (black, streamlined works best). If you are going to cover the painting with glass, choose a glass that is non reflective or non glare. Better yet, have it professionally framed.

Suggested reference: framing and glass

<https://www.framedestination.com/blog/glazing/choosing-the-right-framing-glass-for-clarity-and-protection>

HOW DO I SET PRICES FOR MY ARTWORK?

There are a few ways to determine your prices. Square inches X multiplier, linear inches X multiplier or calculating your hours. Suggested reference: <https://allthingsencaustic.com/artwork-pricing/>

Notwithstanding the option you will chose, make sure that you take into account your material, especially if you pay to have the artwork professionally framed. Also take into account the gallery fees.

VERNISSAGE — FINISSAGE

WHEN IS THE BEST MOMENT TO HOLD THE VERNISSAGE?

All our exhibitions last 4 weeks (4 weekends). Most artists choose to hold their vernissage on the first Saturday of their exhibition. This allows your friends, families, and collectors to come chat with you and that is when most sales occur.

The gallery provides snacks and non-alcoholic refreshments.

WHAT IS A FINISSAGE?

This is a small gathering, open to all, to celebrate the end of your exhibition. This is done on the last day of the show, and allows collectors to come pick up the artwork that they have purchased from your exhibit. Some sales also occur during a finissage.

In practice, it is the counterpoint of the vernissage. However, some artists have chosen to give a short talk on that afternoon. This is your choice.

The gallery provides snacks and non-alcoholic refreshments.

CAN WE HAVE SOME WINE FOR THE VERNISSAGE?

The short answer is no.

Some people nostalgically remember vernissages of past, with wine and food potluck style. Historically the permit was handled by the artist. However, rules and regulations are a lot more restrictive than 20 years ago. Below are the reasons that we no longer have wine or alcohol at our events:

Rules and regulations about serving alcohol in Ontario from the Alcohol and Gaming Commission of Ontario.

General restrictions include but are not limited to:

1. **Special Occasion Permit from AGCO** is required. Sale: \$150 / No Sale: \$50
2. Minors:
 - a. We must check ID, and **no person under the age of 19 years may enter the premises (licensed area). If they are allowed in the general areas**, patrons 19 years old and older must wear an ID bracelet provided by permit holder.
3. We must ensure that anyone handling or serving alcohol hold a **Smart Serve certification**.
4. Organisation must meet with AGCO staff prior to permit issuance; including presenting a plan relating to public safety (minors, availability of drivers to take patrons home if needed, safe exits, etc.)
5. We must always offer food and non-alcoholic drinks liquor is served;
6. We must always maintain an accurate count of the number of patrons at the event;
7. We must ensure to establish and enforce that a number minimum of drinks containing liquor be served to one person at one time;
8. We must ensure entrances and exits are monitored during all hours of the permit;
9. We must provide licensed security personnel;
10. We must ensure all beverage alcohol is served only in plastic containers or otherwise shatterproof contains;
11. Additional insurance coverage/costs when alcohol is served.

Source: Alcohol and Gaming Commission of Ontario

CAN I ASK MY FRIENDS TO PREPARE FINGER FOODS AND PLATTERS FOR THE VERNISSAGE/FINISSAGE?

All food served for events will be provided by Arbor gallery. As an incorporated not-for-profit charity, we must comply to all laws and regulations, including those regulating food service.

Foods allowed without requiring a permission from the EOHU (Health Unit) include all safe foods (food prepared in a commercial kitchen or sold in a grocery store that does not include dairies, eggs or meats and does not need to be refrigerated).

It is then easier for us to ensure that all food served is safe food – which exempts us from getting a EOHU permit and from needing a Food Handler Certification to serve it.

WHY IS THE GALLERY SO STRICT ABOUT RULES?

We understand that for some of our long-time friends and artists, these changes can be disconcerting. We often hear – “but it always was done that way.” Unfortunately, changes have occurred not only with laws and regulations, but also with insurance coverage.

If something were to occur (food poisoning, allergies, accident due to impaired driving after an event (a fall, a car accident or other) – our insurer has very clearly indicated to us that the underwriters would not cover the gallery.

Such decisions – and consequence – would not only cost financially but would mean an immediate termination of our charitable status, therefore forcing us to close.

SELLING YOUR ART

WHEN DO I NEED TO GIVE A TITLE TO MY EXHIBITION?

It is not necessary to finalize your title when you register for your exhibition. We will need a final title by Step 4 of the timeline in order to start advertising and promoting your show.

HOW DO I PREPARE THE LIST FOR MY INVENTORY?

At Step 4, our coordinator will contact you and send you a Google spreadsheet. If you are computer friendly, this sheet can be completed online – which ensures an immediate sharing of the info with us. (If you prefer a paper list – we will provide you with a template – and it will need to be sent in earlier for us to insert items in our inventory.)

CAN I CHANGE THE ART THAT I WANT TO PUT IN THE EXHIBITION?

Yes.

It is better to give a complete list of your artwork for the exhibition. However, if you need to add or remove a few items (not completed, sold ahead of time or for other reasons) you can do so on your list.

If you do this after Step 4 – make sure to notify us to ensure that your artwork labels are accurate.

WHO IS GOING TO INSTALL (HANG) MY SHOW? CAN I GIVE MY OPINION?

We provide the team to help you with installing your show.

You will have received a floor plan and possibly have a fair idea of how you want your exhibition to look. This is good.

We work with the artists to ensure the best display of their show – and assist you with the actual hanging of paintings. Our artists can also give you advice or their opinion to optimize the show, taking into consideration optimal space and showcase walls.

Please note that the gallery prepares and installs all wall labels and wall titles.

DO I NEED TO PROMOTE MY SHOW OR DOES THE GALLERY?

Although the gallery promotes every show, artists are strongly encouraged to actively promote their exhibition – especially for vernissage and finissage.

The gallery prepares promotional material as follows:

- Press releases to start advertising the exhibition in the few weeks ahead of the show (in the Review online and paper editions)
- For local artists – posters to be distributed in local businesses (we have observed that these posters are inefficient for out-of-town artists)
- Social medias: most of our traffic comes from our promotion on social media. Your exhibition will be created as an event, and promoted regularly through the month. We also prepare a video (usually at the vernissage), which will be put online (Facebook and our YouTube channel)

Some artists have prepared their own personal invitations (electronically or even paper and mail). It is a more traditional way to invite friends and family, and feel free to do so.

I HAVE MORE QUESTIONS THAT ARE NOT LISTED ABOVE – CAN I SEND YOU AN EMAIL?

As you saw on our timeline, at Steps 4 and 5 our coordinator will contact you to send you more material. If you have more questions at that time (3-4 weeks before the show), make sure to write them down and you can ask him then. Do realize that we are currently working on the next show, and making sure our current show and events are successful. As a not-for-profit, our team comprises our coordinator who is a part-time contractual, and volunteers. So, time is precious. The more emails we must answer ahead of time, the less time and energy we can devote to the ongoing event. Thank you for respecting this.

We thank you very much for sharing your artwork with the community through Arbor Gallery and for respecting your fellow artists by following the guidelines in this booklet.

Cordially,

The Arbor Gallery Team

Coordinator's contact address: contact@arborgallery.org