



SHOWING YOUR ART
AT THE
ARBOR GALLERY - GALERIE ARBOR

EXHIBITORS KIT

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Arbor Gallery - Galerie Arbor

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 Exhibit Kit. An information booklet that includes:

- the requirements and conditions of your exhibition;
- the timeline;
- the materials and info we need from you;
- the list of services you get by renting the gallery for your exhibition;
- information about payments and insurance coverage;
- the contract/agreement between you, as the exhibitor and the Arbor Gallery (AGGA) as the venue, as well as – in Annex 1 – the two models we offer for processing of art sales;
- 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)
* 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.
- **Processing of art sales.** The gallery is offering two models for processing of art sales. Please refer to Annex 1.
- **Promotion:**
 - The show is promoted on all of the gallery social media.
 - A press release about the show is sent to local newspapers including The Review.

2. CONSIGNMENT FEES

Please refer to Annex 1.

3. TIMELINE

The Arbor Gallery (AGGA) 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.*

IMPORTANT NOTICE: all artwork displayed during the exhibit 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).

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 jpegs of sample work that will be included in the show.

For these exhibitions our standard exhibition fees apply. The collective must also agree on the Processing of Sales model (Annex 1), as only one model will be applied for all artists. (Please refer to Annex 1)

The gallery provides the exhibition space for the show. Installation is handled working closely with the artist present to carry out their vision.

The Gallery staffs the exhibition. We also prepare a Press Release to publish in local newspapers.

b. SOLO EXHIBITION

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

For these exhibitions our standard exhibition fees apply. Artist must also opt for one of our two Processing of Sales models – please refer to Annex 1.

The gallery provides the exhibition space for the show. Installation is handled working closely with the artist present to carry out their vision.

The Gallery staffs the exhibition. We also prepare a Press Release to publish in local newspapers.

5. REQUIRED MATERIAL FROM THE ARTIST

c. **For our wall labels:** Artist will provide a list of pieces to be included in the exhibit, including information below: (please use Excel template 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. Artworks 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 welcome to 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, an interview circle 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. They usually take place around 3pm, but you can schedule it 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: all artwork displayed during the exhibit 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. FEES, SALES, PAYMENT PROCESSING AND COMMISSIONS

EXHIBITION FEES: The Arbor Gallery's Exhibition Fees are \$300 for an exhibit for non-members, \$250 for members. (For collectives, at least half of the collective's members must be member of the gallery to benefit from this rate) Exhibition fees are payable at signature of the agreement and are non-refundable (except under extraordinary circumstances that will be studied case-by-case)

CONSIGNMENT FEES: should the artist (or collective) choose Option A of our Processing of Art Sales models (Classic Model) – and in order to support our artists, we no longer retain a commission on art sales during an exhibition. However, when the Option B (Classic model) is chosen, -- i.e., transactions are handled by the gallery, -- a 10% service fee is applied on all exhibition sales. This covers the extra costs incurred with this model – inventory management, banking and Square and administrative fees.

ITEMS FOR SALE / SUBJECT TO THE CONSIGNMENT FEES (*WITH OPTION B ONLY)

All items brought to the gallery by the artist/s for the purpose of selling during their exhibit are considered exhibit items and are subject to the consignment fee (*when applicable).

PAYMENT TO ARTIST / SALES COMMISSION STATEMENT (*WITH OPTION B ONLY)

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. Commissions will be paid to the artist payable after completion of exhibition.

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 from 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 (ONLY AVAILABLE WITH OPTION B)

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.

8. INSURANCE COVERAGE

Arbor Gallery carries insurance for fire and vandalism. We are not covered, however, for theft. Although in our history we have never had an incidence of theft, should an artist wish to be protected against theft, they are responsible to procure their own insurance.

9. 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 of 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.

10. COPYRIGHT (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.

11. 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 as predetermined at the Board level. These shall be discussed beforehand and will be included here, in your contract.



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EXHIBITION AGREEMENT

Artist's Name* _____

(*as you wish it to appear on promotional material)

Telephone _____ **E-mail** _____

Address _____ **PO Box:** _____

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

* Do you wish that your labels show your town (ex. Artist name, Vankleek Hill)? _____

Show Title: _____

Dates: _____

(* all exhibits are scheduled to include 4 Sundays)

Vernissage: _____

Finissage – I wish to hold a finissage on the last day of my show

Meet & Greet / Talk / Presentation / Interview Circle Preferred Time: _____

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

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

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 (page 7) 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 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

Sylvie Bouchard – President,
Arbor Gallery – Galerie Arbor Date

Please print and sign this page – along with Annex 1 about Processing of Sales.
Scan and return it via email / or send it to us by mail / or drop it off at the gallery

ANNEX 1 - PROCESSING OF ART SALES – TWO MODELS

We offer two transaction models to our artists. Please read the options and choose the model that you wish we apply to your exhibition.

Please note that this form does not have to be sent in with your contract. It can be sent with your payment, at least 6 weeks prior to your show (please see Annex 2 for more about our timeline).

OPTION A - DIRECT SALES

With this model, sales are handled directly by the artists.

Note: The gallery will prepare wall labels showing show title, artist and price – these are standard from exhibition to exhibition.

PROCESS: When collector wishes to purchase a piece, they would 1) give their name and phone number for the artist to contact them **or 2)** contact the artist directly – *as agreed with artists as part of the exhibition contract*. The artist opting for this model would be required to provide their contact information. The gallery prepares a collectors pamphlet giving them the name, phone and email of the artist – and how to finalize the transaction.

The gallery keeps a log to track sales: name of collectors, item, and their phone/email. At that time, a red dot will be placed on the item's label, to avoid double selling.

Gallery will contact artists weekly to ensure that sales have been completed. Sales not completed within 10 days will be considered unsuccessful and the red dot will be removed from the artwork's label to allow other collectors to purchase said item.

MODE OF PAYMENT: Collector and artists shall arrange for payments directly, either by e-transfers, or other modes of payments as they agree upon.

CONSIGNMENT FEE/COMMISSION: Since the gallery does not handle transactions, no commission/fee would be taken on sales.

PICKUP OF SOLD ITEMS: Items sold must remain in place until the last day of exhibition and will be identified as sold with a red dot.

OPTION B – THE CLASSIC MODEL

PROCESS: Every item of exhibition artwork is entered in our Square inventory, and the gallery handles processing fees (debit, credit cards) and other administrative fees. Artists are required to send in a list of artworks, with titles and prices, on an Excel sheet – format as specified by our coordinator.

IMPORTANT: Conditions and requirements for the classic model:

- Artists must provide the gallery with a list of their artwork – compiled on the Excel form provided by our coordinator. We will then assign SKU to each piece. This will allow us to enter your inventory into Square – for sales processing.

- The gallery will prepare wall labels showing show title, artist, SKU and price – these are standard from exhibition to exhibition.

MODE OF PAYMENT: Collectors can purchase the art through the Arbor Gallery, we accept all modes of payment (debit, credit and e-transfers), as well as a lay-away plan.

CONSIGNMENT FEE/COMMISSION: In order to support our artists, Arbor Gallery has decided to rethink the commission on exhibition sales. Consequently, given the administrative fees incurred with inventory management, transactions and consignment, a 10% service charge will be applied on exhibition sales.

IRREVOCABILITY: Once the artist has chosen a Sales Processing option, it will be applied for all sales during their exhibition. There will be no exception, as the two models require different preparation (administrative, accounting and information) prior to the start of the show.

IMPORTANT NOTICE: At the end of the exhibition, all artwork displayed during the exhibit 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).

PREFERRED SALES MODEL

I, _____, have read thoroughly and understood the conditions for both transaction processing models, and would like the gallery to apply the following model to all transactions during my exhibition.

OPTION A - DIRECT SALES

Material Needed:

- List of works (Title, medium, dimensions, price)
- Some good .jpeg for promotional purposes
- Contact information: email address & phone for instruction pamphlet for collectors.

OPTION B – THE CLASSIC MODEL

Material Needed:

- List of works (Title, medium, dimensions, price) – must be presented on Excel Template provided by our Coordinator for inventory purposes. A SKU will be assigned for sales transactions.
- Statement of sales will be prepared following the end of the show. The gallery shall remit sales proceeds, minus a 10% administrative/service charge, to the artist.

Please indicate your preference:

I prefer to receive my share of the proceeds (90%) via e-transfer

I prefer to receive my share of the proceeds (90%) by cheque

I understand that by checking/choosing the option above, it will be applied for all sales during my exhibition. There will be no exception, as the two models require different preparation (administrative, accounting and information) prior to the start of the show.

Artist: _____

Title of the show: _____

Dates of show: _____ Signature Date: _____

Signature: _____

ANNEX 2 – 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.

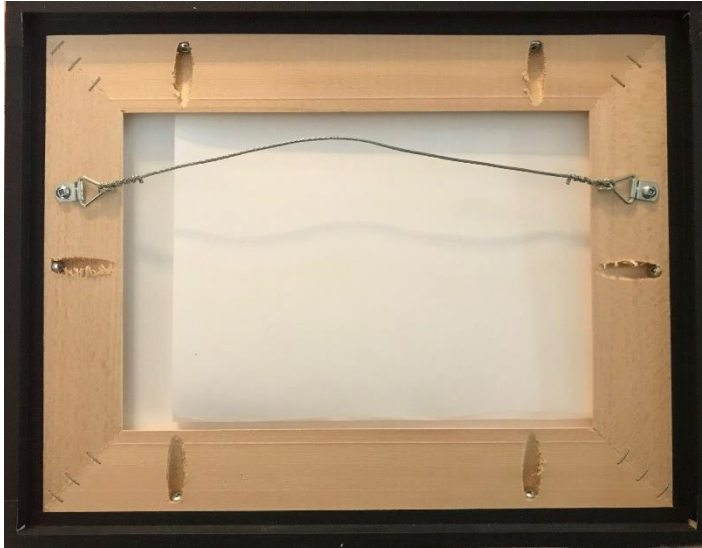
Every month, we invest time and energy to prepare our upcoming show – by respecting the timeline below, you allow us to do the same with everyone. And we thank you for that.

TIMELINE	DESCRIPTION
STEP 1 Today	You have read through our exhibition kit and have chosen your preferred date. You have read and chosen your business model (Annex 1), and signed the form.
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 2 months 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 8 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 6 weeks prior	<p>Our coordinator will contact you to:</p> <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

	<ol style="list-style-type: none"> 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 transaction plan that you prefer for this exhibition 6. Confirm the delivery date for your artwork and installation 7. Choose (with you) your preferred dates for vernissage and finissage
<p>STEP 6</p>	<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>
<p>STEP 7 A week before the show</p>	<p>Make sure 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>

ANNEX 3 – 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-rings 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.

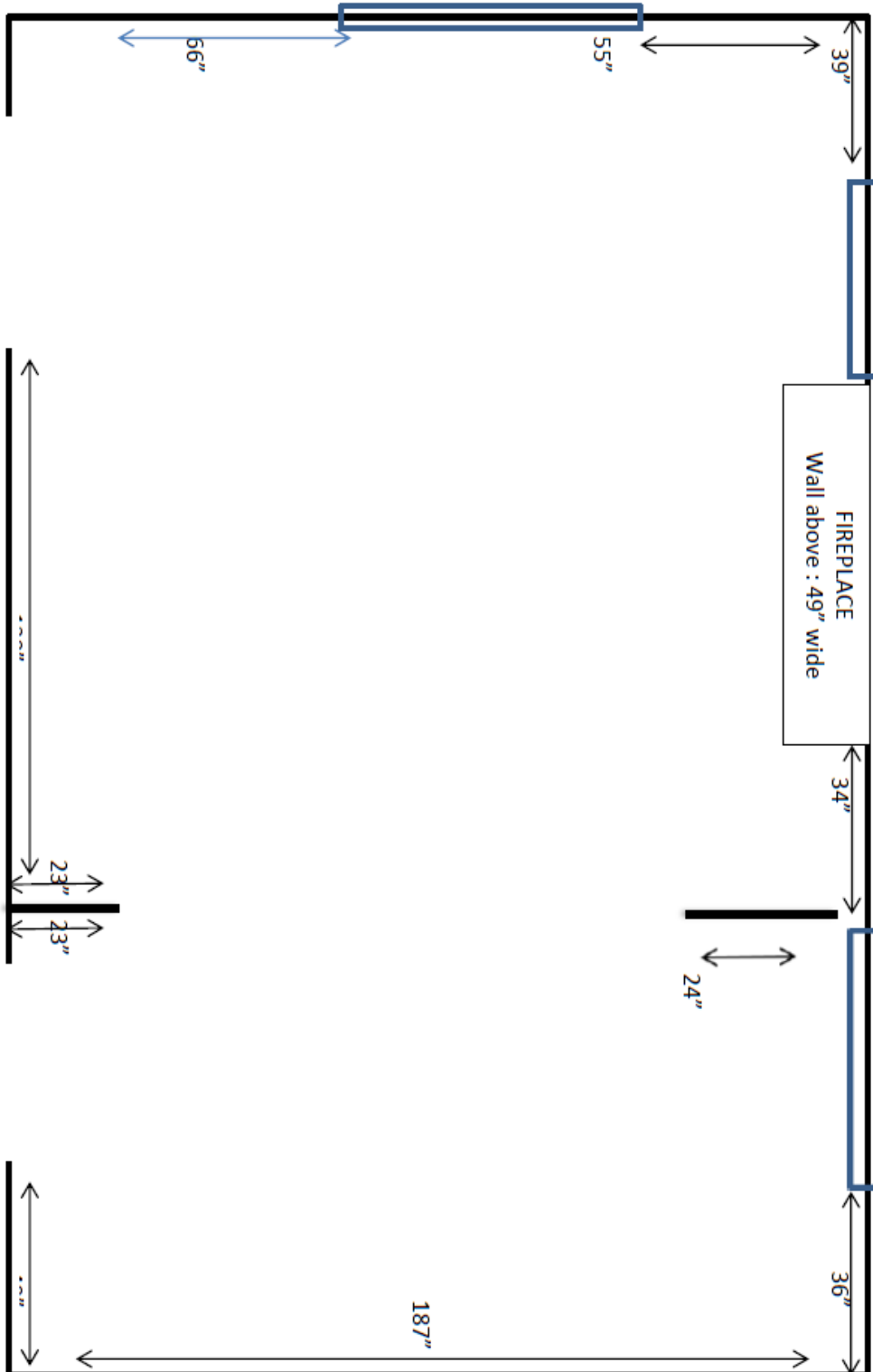
Using Screw Eyes for wire: some people prefer to use screw eyes to hang their wire – if you choose to do so, please install the screw eyes INSIDE the frame so that they will not damage walls and will hang properly.



- 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.

FLOOR PLAN – MAIN EXHIBIT HALL

Exhibits are displayed in our Main Exhibit Hall. Part of the small hall can be made available upon request. (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

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!