

ARTIST ENTRY FORM – VCAC Centre Gallery

Artist Name: _____ Membership Expiry Date: _____

Phone: _____ Email: _____

Exhibit Theme: _____ Drop Off Date: _____

Payment method for items sold (choose one):

Cheque for pick up E-Transfer*

*Please provide email address for e-transfer payments: _____

Art Submissions: Please fill out the following as you would like it to appear on the gallery tags. (Mark NFS if 'not for sale'.)

1. Title: _____

Medium: _____ Price: _____

Buyer's Name: _____ Buyer's Phone: _____ Date Paid _____

Proof of Pick-Up: Buyer's signature: _____ Date of Pick-Up: _____

2. Title: _____

Medium: _____ Price: _____

Buyer's Name: _____ Buyer's Phone: _____ Date Paid _____

Proof of Pick-Up: Buyer's signature: _____ Date of Pick-Up: _____

3. Title: _____

Medium: _____ Price: _____

Buyer's Name: _____ Buyer's Phone: _____ Date Paid _____

Proof of Pick-Up: Buyer's signature: _____ Date of Pick-Up: _____

SUBMISSION PROCESS

1. Please read the Exhibit Guidelines & Artist Agreement on the reverse side of this form.
2. Bring your artwork to the Vernon Community Arts Centre on the drop-off date specified in the Call to Artists. You are not required to apply in advance as exhibits are non-juried, unless otherwise noted.
3. Complete, sign and submit this form along with your artwork. Forms are available at the VCAC if needed.

EXHIBIT GUIDELINES & ARTIST AGREEMENT

- **Artists must hold a current membership** with the Arts Council of the North Okanagan/ Vernon Community Arts Centre.
- **Artists may submit up to three pieces of work in any medium** (paint, clay, metal, glass, fibre/textiles, mixed media).
- **SIZE RESTRICTIONS:** Please note, gallery space is limited and depends on the number submissions received for each exhibit. If you wish to submit 2D artwork (paintings, prints, wall hangings) over 36" x 36", we recommend bringing in fewer than 3 submissions. This allows us to accommodate as many artists as possible.
- **Management reserves the right to decline or remove works** deemed inappropriate, unsafe, not aligned with the theme, or, in the event we are limited on space. Artists will be notified as soon as possible so they can pick up work.
- **Artwork must be exhibition-ready to hang or display** (i.e. proper wire attached to paintings) or labeled food safe if applicable (i.e. functional pottery).
- **Artwork must be original** and made by the submitting artist (prints of original artwork is ok).
- **Artwork must be easily identified and labelled** with artist name and title attached to the bottom or back of each piece. We will create gallery tags based on information provided on the Artist Entry Form.
- **A 25% commission will be charged on all sold works.** We collect GST and PST on all art sales.
- **Drop-off and pick-up work during the specified times outlined in the Call to Artists.** We do not have storage space for works delivered early or left behind and will not be held responsible for these items.
- **Exhibitors are encouraged to carry their own insurance** as we do not insure work exhibited at the Arts Centre.
- **Images of your artwork may be used for promotional purposes** by the Vernon Community Arts Centre/ Arts Council of the North Okanagan.
- **Only the original artist is permitted to fill out and sign this form.** If the artist is a minor, a parent or guardian is asked to sign on their behalf.

WAIVER/Agreement:

I agree not to hold the Vernon Community Arts Centre/ Arts Council of the North Okanagan or any of its members, staff, or volunteer workers liable for any damage, loss or injury to person or party sustained by reason of accident or incident occurring in or about the premises. Further, I waive any claim I may have with respect to any loss or damage to work submitted and accepted into this exhibit/sale. I have read, understood, and agree to this waiver and to the conditions outlined in the Exhibit Guidelines & Artist Agreement noted above.

Signed

Date

INITIAL FOR PICK UP at conclusion of exhibit: _____ *I acknowledge that I have picked up all art submissions noted on this form and/or I have been advised of any sold works.*