
Boutique Terms and Conditions

- All artworks are chosen through a jury process, taking into consideration the juxtaposition of art pieces, theme, (if applicable), and the boutique space itself.
- All applicants must be present members in good standing with the OSA.
- The OSA Boutique Manager reserves the right to limit the number of artworks displayed by each Artist, and to refuse unsuitable artworks submitted.
- All artwork must be professionally presented.
- Framed and unframed artworks must have D-rings or brackets with hanging wire properly knotted and twisted to prevent slippage. Taping wire ends is preferred.
- Frames must be undamaged, stable, secure, and properly fit the artwork, with no gaps.
- Please note: string, monofilament, cord, yarn, staples, plastic sawtooth hangers etc. are not suitable hanging materials and are not accepted.
- Edges of unframed canvases / wood cradle boards must be finished either by edging tape, neutral coloured paint, or by extending the painted image around the sides. Unfinished edges are not acceptable. Noncommercially produced canvases must be properly stretched, well stapled on the back, and corners well folded and tucked.
- Artworks on paper can be submitted: matted and framed under clean glass, or, matted only with a stiff backing panel and sealed in a clear protective sleeve.
- All 2D artworks must have either a business card attached and/or a small card with the following information: the title of the artwork, the medium used, the size, the year the artwork was completed, the name of the artist, the artist's signature, and email. Artworks must be signed by the artist.
- Optional: In addition, a brief bio/statement, (75 - 100 words, max.), on a small card can also be attached to the back of the artwork.
- Maximum size of 2D artworks: 400 sq. inches, (with or without a frame).
- Pricing range for each artwork submitted to the boutique: minimum \$10.00; maximum \$500.00.
- Any artwork not meeting the above standards will not be displayed.
- Unsold artworks can be picked up during scheduled boutique changeovers or by request. Boutique changeover dates are posted on the OSA website. Requests can be made through boutique@artottawa.ca
- All boutique artworks sold will result in a 35% commission for the Ottawa School of Art. The remaining 65% will be issued by cheque to the Artist at approximately the middle of the following month. Once notified, sold artworks may be replaced, subject to the approval of the Boutique Manager. Replacement artworks may be submitted by appointment only.

Please Note: The Ottawa School of Art is not responsible for any losses or damages due to theft, vandalism, or accidental breakage and will not provide monetary or other compensation for such losses or damages. OSA will nonetheless take every reasonable precaution to prevent such losses or damages. Members are advised that they are participating in this display area at their own risk.

The Artwork Submission Form must be signed in order to sell artwork in the OSA Boutique.

Boutique Submission form

List of Artworks – 2-Dimensional works: Paintings, Prints etc... **(Maximum 3)**:

1. Title: _____ Medium: _____
Size: _____ (Qty: _____) Price: _____
2. Title: _____ Medium: _____
Size: _____ (Qty: _____) Price: _____
3. Title: _____ Medium: _____
Size: _____ (Qty: _____) Price: _____

Ceramics, Jewellery, T-shirts and other artworks in multiples, (add your sheet as necessary):

1. Title: _____ Medium: _____
Quantity: _____ Price: _____

By signing this contract, I, (PRINT NAME), **X** _____, have read and understand the information outlined in the Terms and Conditions form and I understand the Ottawa School of Art is not responsible for any losses or damages due to theft, vandalism, or accidental breakage of all of my submitted artworks, and will not provide monetary or other compensation for such losses or damages. I understand I am participating in this display at my own risk.

X _____
Artist Signature (mandatory)

Date

Address

Postal Code

Phone number

Email

Next Boutique Changeover Date

Date Works Returned