

29th Annual Holiday Fundraising Art Sale

Byward Market Campus: November 28 - December 15, 2013

Opening / vernissage: Thursday November 28, 5pm to 8pm

Orleans Campus: November 29 - December 15, 2013

Opening / vernissage: Sunday December 1, 1pm to 3pm

Submission Criteria:

The Holiday Fundraising Art Sale is open to all active members in good standing with the Ottawa School of Art. This year, the OSA will host a Holiday Fundraising Art Sale at each campus. Artwork can be submitted to one or both campuses. You may submit one to three artworks at each campus.

Submission Dates:

Byward Market Campus: Friday, November 22 and Saturday November 23, 2013 between the hours of 10:00 a.m. and 3:00 p.m.

Orleans Campus: Friday, November 22 and Saturday November 23, 2013 between the hours of 10:00 a.m. and 3:00 p.m.

Submission Fees and Requirements:

- \$10.00 non-refundable submission fee to be paid (cash only) when submitting to one campus, or \$15 for both, payable at either campus. (Members must present chit provided, when submitting to the other campus as proof of payment)
- All participants are required to commit to a minimum three hours for gallery sitting or to help with Installation or take down. The role of the gallery sitter is to act as extra security for the work in the gallery, to answer, to the best of their ability, any questions and to help a buyer in the purchasing of a work(s).

*Please see Gallery Sitter's Instructions sheet that will be provided in the gallery.

If a gallery sitter fails to show up for their scheduled time, everyone loses, as the gallery doors must be closed and locked for security. There is no guarantee the reception staff will be able to open the doors for the public. Therefore, if you cannot meet your gallery sitting commitment, you are responsible for finding another OSA member as a replacement. If you fail to show up for your scheduled gallery sitting time and have not provided a replacement, a \$20.00 charge must be paid before your unsold work can be picked up (firm).

Art Work Requirements:

- All works, canvases included, must be wired and ready for hanging or installation, upon submission. Assure framework is stable, secure, and presentable.
- A maximum of 3 works per campus may be submitted by each individual artist. Please note: Artists will be notified to bring in a replacement piece(s) when their work sells.
- A limited number of pedestals are available for three-dimensional works. If any works require special arrangements for exhibiting, (i.e.: hanging from the ceiling), the artist will be required to assist during the installation session.
- Persons submitting jewelry must provide their own secure display, a small table, and be available to set up their work on the day of the gallery installation.
- There are usually many artworks submitted for this show. Therefore each artist shall be allotted a maximum wall space equaling the area of 30" x 30". All submitted works must fit within this space i.e. one piece measuring 30" x 30" may be submitted or 3 smaller

ones which fit within that space. Please note: dimensions requirements are more flexible at the Orleans campus gallery as it is a much larger space.

- The maximum price per piece shall not exceed \$500.00.
- All works submitted must be for sale. Replacement works must be of the same measurements.
- Label information must be provided for each artwork on the submission form and on the back of each artwork.
- Insure label information (Title of artwork, Artist name, Medium, and Price), is included with all artworks.
- All artworks must have the artist's signature.
- **PRINT CLEARLY** as you will not be contacted for clarification.
- The information provided will be transferred to the final label for the show.

OSA Requirements:

- OSA shall retain a 30% commission of all sales as fundraising.
- All unsold works are to be picked up on the following dates:

Byward Market Campus:

Monday December 16, 2013: from noon to 7:30 p.m.

Tuesday to Thursday, December 17 to 19: between 9:00 a.m. and 7:30 p.m.

Orleans Campus:

Monday December 16, 2013: from noon to 4:00 p.m.

Tuesday to Thursday, December 17 to 19: between 9:00 a.m. and 4:00 p.m.

OSA will not wrap unsold art for transport. Artists must bring packaging materials when picking up their work. If you are unable to pick up your unsold work(s), arrangements must be made to have someone collect them. Failure to have your work picked up by these dates will result in a \$10.00 storage fee. Works left in storage will not be available for pick up until January 17, 2014.

- Cheques for all work sold during the sale shall be processed within the first two weeks of January 2014.

For more information, please contact:

Downtown Campus: Cathy Brake, 613-241-7471 ext. 27

Orleans Campus: Nadine Argo, 613-580-2765