

## Artwork Submission Form

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### Boutique Terms and Conditions

- All works are chosen through a jury process, taking into consideration the juxtaposition of art pieces, theme (if applicable) and the boutique space.
- All applicants must be current members in good standing with OSA. The OSA Boutique Coordinator reserves the right to limit the number of works displayed by each Artist and to refuse unsuitable works of art.
- Retail value must not exceed \$500. Artwork submissions must be no larger than 400 sq. inches (20 x 20in) including frame.
- Submissions must be properly labelled and ready for hanging. Framed artwork must be stable and secure. Canvases not requiring a frame must include proper hanging wire. Any work not meeting these standards will not be displayed.
- Artists must provide a current C.V. and/or Artist Statement.
- Unsold artworks must be picked up at times specified. The OSA will not provide free storage after the designated date. Failure to pick up artwork may result in storage fees of \$5 per week.
- All artworks sold will result in a **35%** commission for the OSA and a **65%** commission to the Artist. Artist commissions will be paid by cheque at approximately the middle of the following month. Once artworks are sold and the Artist has been notified, the artwork may be replaced subject to the approval of the Boutique Coordinator. Replacement works must be submitted **by appointment only** – no drop offs please.

**The Following contract must be signed in order to sell artwork in the OSA Boutique (See page 2).**

**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.**

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### Boutique Terms and Conditions

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

1. Title: \_\_\_\_\_ Medium: \_\_\_\_\_  
Size: \_\_\_\_\_ Price: \_\_\_\_\_

2. Title: \_\_\_\_\_ Medium: \_\_\_\_\_  
Size: \_\_\_\_\_ Price: \_\_\_\_\_

3. Title: \_\_\_\_\_ Medium: \_\_\_\_\_  
Size: \_\_\_\_\_ Price: \_\_\_\_\_

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

1. Title: \_\_\_\_\_ Medium: \_\_\_\_\_  
Quantity: \_\_\_\_\_ Price: \_\_\_\_\_

**By signing this contract I, (print name), \_\_\_\_\_, 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.**

\_\_\_\_\_  
Artist Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Email

\_\_\_\_\_  
Number of Works Submitted

\_\_\_\_\_  
Date Works Returned