



34th Annual Holiday Fundraising Art Sale
ByWard Market Campus: November 22 - December 9, 2018
Opening reception: Thursday November 22 - 5pm to 8pm

SUBMISSION FORM / CONTRACT

1. I am currently an Active Member & in good standing with the Ottawa School of Art, (OSA), I hold an up to date OSA membership card.
2. I agree to pay a \$10.00 submission fee, cash only, non-refundable upon submitting my artworks for the art sale.
3. ALL works being submitted are exhibition ready and follow the acceptable size, price, labeling, and presentation format as required in the 'Submission Criteria' form.
4. I have agreed to sign up and be present for one, or more, of the following:
 1. Gallery Sitting during this event, (minimum of 3 hours),
 2. Helping with the installation of artworks on November 20, 2018 (minimum of 3 hours),
 3. Helping on the day of the "takedown" of artworks, December 10, 2018 (minimum of 3 hours),
5. For publicity purposes, I am aware that images of artworks submitted may be used online and in various media outlets, to promote the Holiday Fundraising Art Sale,
6. I understand the OSA reserves the right to refuse any obscene, distasteful, or poorly presented artworks.
7. I understand that a 35% commission fee for all artworks sold will be retained as fundraising towards the OSA,
8. I trust that the OSA staff will do their best to inform me when my artwork has been sold, and that I am able to submit a replacement artwork of the same dimensions,
9. I have read, understand, and agree with the OSA's Holiday Fundraising Art Sale, 2018 'Submission Criteria' form.

PLEASE NOTE: THE OSA IS NOT RESPONSIBLE FOR ANY LOSSES OR DAMAGES DUE TO THEFT, VANDALISM, OR ACCIDENTAL BREAKAGE. THE OSA WILL, HOWEVER, TAKE EVERY REASONABLE PRECAUTION TO PREVENT SUCH LOSSES. ARTISTS ARE ADVISED THEY ARE PARTICIPATING IN THIS SALE AT THEIR OWN RISK.

NAME: _____

Membership ID #: _____

PHONE #: _____

\$10.00 Sub. Fee PAID: _____

ADDRESS _____

_____ Postal Code _____

#1 Price: \$ _____

#1.Title: _____

Dimensions: _____

Medium: _____

Inventory # (Office use only): _____

#2.Title: _____

#2 Price: \$ _____

Medium: _____

Dimensions: _____

Inventory # (Office use only): _____

#3.Title: _____

#3 Price: \$ _____

Medium: _____

Dimensions: _____

Inventory # (Office use only): _____

* FOR OFFICE USE ONLY:

Gallery Sitting Date(s): _____

Member or stand-in person

BY SIGNING THIS CONTRACT, I AGREE TO THE ABOVE CONDITIONS.

ARTIST'S SIGNATURE: _____