



**36<sup>th</sup> Annual Holiday Fundraising Art Sale**  
**ByWard Market Campus: November 26 - December 13, 2020**  
**Opening reception: There will not be a vernissage for this event.**

**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 24, 2020, (9:30 a.m. to 3:00 p.m.),
  3. Helping on the day of the "takedown" of artworks, December 14, 2020 (9:30 a.m. to 3:00 p.m.).
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 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 OSA,
8. I trust that 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, 2020 'Submission Criteria' form.

PLEASE NOTE: OSA IS NOT RESPONSIBLE FOR ANY LOSSES OR DAMAGES DUE TO THEFT, VANDALISM, OR ACCIDENTAL BREAKAGE. 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.Title: \_\_\_\_\_

#1 Price: \$ \_\_\_\_\_

Dimensions: \_\_\_\_\_

Inventory # (Office use only): \_\_\_\_\_

Medium: \_\_\_\_\_

#2.Title: \_\_\_\_\_

#2 Price: \$ \_\_\_\_\_

Dimensions: \_\_\_\_\_

Inventory # (Office use only): \_\_\_\_\_

Medium: \_\_\_\_\_

#3.Title: \_\_\_\_\_

#3 Price: \$ \_\_\_\_\_

Dimensions: \_\_\_\_\_

Inventory # (Office use only): \_\_\_\_\_

Medium: \_\_\_\_\_

\* 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:** \_\_\_\_\_