

Artwork Submission Form

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. 2D artwork dimensions must not exceed 450 square inches, including the frame, (e.g.: 20" x 20" | 12" x 36" ...).
- Submissions must be properly labelled and ready for hanging. Framed artwork must be stable and secure. Canvases not requiring a frame must include D-rings and proper hanging wire. Any work not meeting these standards will not be displayed. The OSA Boutique Coordinator reserves the right to refuse artworks which are unsuitably framed.
- All artworks must be signed by the artist and must be submitted with a business card, clearly visible and securely attached to the back of each artwork that includes the artist's name, email address, website address and social media links, (if applicable). A brief artist biography and artist statement printed on a small card format, including the above information, and securely attached to the back of each artwork is also accepted. Artists are also encouraged to securely fix a "Certificate of Authenticity" to the back of each 2D artwork. (Biographies or certificates of authenticity submitted separate from artworks will not be accepted.)
- 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 Artwork Submission Form, (contract), must be signed in order to sell artwork in the OSA Boutique.

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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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 as necessary):

1. Title: _____ Medium: _____

Quantity: _____ Price: _____

By signing this contract, I, (PLEASE 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

Date

Address

Postal Code

Phone number

Email

Number of Works Submitted

Date Works Returned