



“Arteast at Queenswood Villa” December 2011 Contract Rules and Regulations

The exhibition period for which this contract applies commences **Thursday, December 1st, 2011** and ends **Thursday, March 1st, 2012**.

We are pleased that you have chosen to take part in exhibiting your artwork at Queenswood Villa. To make this project work as smoothly as possible for all parties concerned, we are asking that you commit to the following rules:

1. Your point of contact will be with the designated Arteast Queenswood coordinator(s). Please keep them informed of any changes. The Arteast Queenswood coordinator will be working closely with the staff at the Villa. If you are dropping off work, collecting work or attending the Vernissage, please follow the rules outlined (ex: parking, signing in at reception, etc.)
2. Your Arteast membership must be fully paid up for the duration of the exhibition - for example: if your membership is due in February and the exhibition is hanging until **March**, your membership for a full year must be renewed by **December 1st, 2011**.
3. The work submitted at the take-in must remain in place for the duration of the exhibition. A few exceptions may be made if you have sold a piece that is on exhibit by other means (example: art at Arteast website). Exceptions will be at the discretion of the coordinator. You must be flexible with pick up and replacement times to minimize the workload on the coordinator.
4. The Vernissage for this contract is planned for **Thursday, December 8th, 2011 at Queenswood Villa, from 6:30 p.m. to 7:30 p.m.** The “Viewer’s Choice Award” presentation will take place during the Vernissage. Artists are strongly encouraged to attend. Arteast members will be invited. You will also be asked to send out invitations to some of your clients.
5. In the event of a sale, the work will be sold by Queenswood Villa staff and may leave the premises right away (example: gift, visitor from out of town, etc). You will be contacted directly by Pauline Beauchamp from Queenswood Villa, advising you of the sale. You are requested to try to provide a back-up painting of similar size, so that the exhibition remains esthetically pleasing. A cheque in the full amount from the person buying the painting will be remitted to you and you will be expected to remit 15% of that amount by cheque to Arteast.
6. The artwork must be picked up by yourself or someone that you have designated **on Thursday, March 1st, 2012, between 5:00 p.m. and 6:00 p.m.** No storage is available and you will be fined \$5.00 a day for each piece that is not collected by 6:00 p.m.
7. In order for the exhibition to run smoothly and timely, we need volunteers. You will be requested to help in some capacity. Please indicate your preference to help out with the drop-offs, hangings, take-down and/or pick-ups on application.
8. Arteast and Queenswood Villa are not responsible for any damaged or stolen artwork.
9. All work entries must be clean, dry, wired for hanging, framed (or gallery ready) and the surface protected if the medium requires this precaution; and **the back of the work must display the artist’s name, phone number, title and price.**
10. There may be a limit to the number of pieces you may submit for this event. To be announced as applications are submitted.

