



“Arteast at Queenswood Villa” September 2010 Contract Rules and Regulations

The exhibition period for which this contract applies commences **Thursday, September 2nd, 2010** and ends **Thursday, December 2nd, 2010**.

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 July and the exhibition is hanging until **December 2010**, your membership for a full year must be renewed by **September 2nd, 2010**.
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, September 9th, 2010 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, December 2nd, 2010, 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 is no limit to the number of pieces you may submit for this event.

**"Arteast at Queenswood Villa"
September 2010 Contract Application**

Please enter information on this application and **return electronically** and **print off a copy of Contract Application to sign and bring with you at artwork drop-off on Thursday, September 2nd**. It would be appreciated if you could submit your application to d.patenaude@live.com in advance. Only new works will be accepted to ensure that the exhibit is new and exciting!

IF YOU ARE NOT READY TO SEND YOUR APPLICATION IN ADVANCE, PLEASE SEND AN E-MAIL OF YOUR INTENTION TO PARTICIPATE SO THAT THE VOLUNTEER SCHEDULE CAN BE PREPARED.

Please print

Artist Name _____

Address _____

City _____ Postal Code _____

Telephone Home _____ Work _____

E-mail _____

Arteast Member? ___ Yes ___ No Membership fee enclosed (30.00) ___ Yes ___ No

Painting Title	Medium	Size (inches/unframed)	Price
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I am available to assist with:

___ Receiving and labelling artwork at drop off on **Thursday, September 2** at Queenswood Villa, 5:00 p.m. to 6 p.m.

___ Hanging the exhibition on **Thursday, September 2** at Queenswood Villa, 5:30 p.m. to 6:30 p.m.

___ Assist with the vernissage on **Thursday, September 9; 6:30 to 7:30 pm**

___ Write an article for the Newsletter – September 2010

___ Take down and release of artwork on **Thursday, December 2** between 4:30 p.m. and 6:00 p.m.

I agree to all the terms outlined above in contract:

Name of member)

(Signature of member)

(Date)

Please direct your questions or comments to Arteast/ Queenswood Coordinator:

Diane Patenaude

E-mail: d.patenaude@live.com

Tel: 613-858-2421

Queenswood Villa / Arteast Liaison Coordinator:

Pauline Beauchamp

370 Kennedy Lane, Orleans, ON, K1E 3X5