



**OTTAWA
SCHOOL
OF ART**
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D'OTTAWA**

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OSA's HOLIDAY FUNDRAISING ART SALE
November 26 - December 15, 2009

SUBMISSION FORM / CONTRACT
PLEASE READ CAREFULLY

1. I am currently an Active Member & in good standing with the Ottawa School of Art,
2. \$10.00 Submission fee to be paid (cash only) at each campus location that work is submitted to by each Active Member,
3. ALL works being submitted are exhibition ready and follow the acceptable size, price, labeling format as required in the 'Submission Criteria' form,
4. I have agreed to sign up and be present for a 'Gallery sitting', (minimum of 3 hours), failure to do so will result in a \$20.00 (cash only) fee at the time of Art-work pick-up,
5. For publicity purposes, I am aware that images of Artwork submitted may be used online and in media to promote the Holiday Fundraising Art Sale,
6. OSA reserves the right to refuse any obscene or distasteful works,
7. I understand that a 30% commission fee for all works sold will be retained as fundraising towards the Ottawa School of Art,
8. I trust that the OSA Staff will do their best to inform me when work has been sold, and that I am able to submit a replacement piece(s) of the same dimensions,
9. I have read, understand and agree with the OSA's Holiday Fundraising Art Sale, 2009 'Submission Criteria' form.

PLEASE NOTE: THE OSA IS NOT RESPONSIBLE FOR ANY LOSSES OR DAMAGES DUE TO THEFT, VANDALS OR ACCIDENTAL BREAKAGE. THE SCHOOL WILL TAKE EVERY REASONABLE PRECAUTION TO PREVENT SUCH LOSSES.

NAME: _____ Membership ID #: _____

PHONE #: _____ \$10.00 Sub. Fee PAID: _____

Title: _____ Price: \$ _____

Medium: _____ Dimensions: _____

Inventory #: _____

Title: _____ Price: \$ _____

Medium: _____ Dimensions: _____

Inventory #: _____

Title: _____ Price: \$ _____

Medium: _____ Dimensions: _____

Inventory #: _____

Title: _____ Price: \$ _____

Medium: _____ Dimensions: _____

Inventory #: _____

Gallery Sitting Date(s): _____

Member was present: _____ Yes: _____ No: _____ \$20 Fee: _____

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

ARTIST'S SIGNATURE: _____

PLEASE FILL OUT AN ADDITIONAL CONTRACT FORM IF SUBMITTING AT EACH CAMPUS.
BRING THE CORRESPONDING FORM WITH YOUR WORK TO THE CAMPUS IT IS INTENDED TO EXHIBIT AT.