

Boutique Terms and Conditions

- All artworks are chosen through a jury process, taking into consideration the juxtaposition of art pieces, theme, (if applicable), and the boutique space itself.
- All applicants must be present members in good standing with the OSA.
- The OSA Boutique Manager reserves the right to limit the number of artworks displayed by each Artist, and to refuse unsuitable artworks submitted.
- All artworks must be professionally presented.
- Framed and unframed artworks must have D-rings with hanging wire properly knotted and twisted to prevent slippage. Taping wire ends is preferred.
- Frames must be undamaged, stable, secure, and properly fit the artwork, with no gaps.
- Please note, string, monofilament, cord, yarn, staples, plastic sawtooth hangers etc. are not suitable hanging materials and are not accepted.
- Edges of unframed canvases / wood cradle boards must be finished either by professional artwork edging tape, neutral coloured paint, or by extending the painted image around the sides. Unfinished canvas edges are not acceptable. Non-commercially produced canvases must be properly stretched, well stapled on the back, and corners well folded and tucked.
- Artworks on paper can be submitted: matted and framed under clean glass or matted only with a stiff backing panel and sealed in a clear protective sleeve. Maximum 10 clear protective sleeve packages per submission.
- All 2D artworks must have either a business card attached and/or a small card with the following information: the title of the artwork, the medium used, the size, the year the artwork was completed, the name of the artist, the artist's signature, and email. Artworks must be signed by the artist.
- Optional: In addition to the business card, a brief bio/statement, (40 - 50 words, max.), on a small card can also be attached to the back of the artwork. Artist Website and Social Media links can also be included.
- Maximum size of 2D artworks: 400 sq. inches, (with or without a frame).
- Pricing range for each artwork submitted to the boutique: minimum \$10.00; maximum \$500.00.
- Single or multiple blank greeting cards with properly fitting envelopes must be packaged in clear plastic sleeves, with a minimum price of \$10.00 per package. Each card must display the artist's name or logo on the back. Maximum 10 packages per submission.
- For multiple works, add a separate sheet listing the title, medium, quantity, and price for each item. The maximum quantity for each item is 10.
- Any artwork not meeting the above standards will not be accepted for display.
- Unsold artworks can be picked up during scheduled boutique changeovers or by request at boutique@artottawa.ca Boutique changeover dates are posted on the OSA website.
- Each boutique sale will result in a 35% commission for the Ottawa School of Art. The remaining 65% will be issued by e-transfer to the Artist at the beginning of the following month. Receipt invoices for artist sales will be emailed at the same time. Please note: E-transfers that are not deposited within the required time limit will be subject to a \$5.00 reissue fee.
- Once notified, sold artworks may be replaced, subject to the approval of the Boutique Manager. Replacement artworks may be submitted by appointment only.

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.

To be processed, this Artwork Submission Form must bear the artist's signature.

Boutique Submission form

List of Artworks – 2-Dimensional works: Paintings, Prints etc... **(Maximum 3):**

1. Title: _____ Medium: _____
Size: _____ (Qty: _____) Price: _____
2. Title: _____ Medium: _____
Size: _____ (Qty: _____) Price: _____
3. Title: _____ Medium: _____
Size: _____ (Qty: _____) 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 **(MANDATORY)**

Date

Address

Postal Code

Phone number

Email

Next Boutique Changeover Date

E-Transfer Email (if different from above)