

Sunflower Gallery

Run by the Community for the Community
Operated by the Princeton Community Arts Council

The Artist's participation in the Sunflower Gallery is granted by the Princeton Community Arts Council (PCAC) upon completion of this agreement, the Artist's application form and payment of a PCAC membership fee (\$5 annually, effective Jan 2014). All terms and conditions of this contract shall be in effect until further notice.

- 1) All artwork must be designed by and be the work of a resident of Princeton or of RDOS Area H. PCAC shall accept originals, or reproductions of qualifying originals. Inclusion in the Gallery shall be at the discretion of the PCAC committee responsible for the Gallery.
- 2) All works of art shall be presented in gallery-ready condition. Framed works shall include appropriate hanging hardware. Artwork deemed to be inadequately prepared for exhibition may be refused. The Artist shall provide a title and price for the work (refer to item 3).
- 3) All works of art shall be sold on consignment. The commission due to PCAC shall be 25% of the total sale price. (In calculating the total price, Artists should therefor add 33% to the payment they require) PCAC shall distribute the net proceeds of Artist's sales within two weeks of the end of each quarter, i.e. in early April, July, October and January.
- 4) Each Artist shall be allocated a limited display space, at the discretion of PCAC. The number of pieces to be on display shall be determined by the size of the space available. The PCAC committee shall be responsible for arrangement of the displayed pieces.
- 5) The minimum time a work shall be displayed in the Gallery is one month. PCAC reserves the right to ask Artists to replace work that has not sold after a longer period of time.
- 6) All work displayed in the Gallery remains the property of the Artist until the time of sale. The Artist is responsible for insuring their own work and neither PCAC nor the Town of Princeton (Building owners) shall be liable for any damage to works either on display or in storage at the Gallery. (PCAC has liability coverage for the space only.)
- 7) Each Artist shall be responsible to staff the Gallery for a minimum of one four-hour shift per month. This includes cleaning the premises and displays as needed, welcoming visitors, effecting sales, including cash management, and completing the necessary paperwork to record the transactions. PCAC shall provide training and a reference sheet for procedures.
- 8) Artists shall accept responsibility for finding replacements for their shift if unable to attend, or to make a mutually agreeable arrangement with PCAC committee. Artists must ensure that the replacement has received training. Emergency replacements will be provided by PCAC for a \$25 fee.

Agreed by (print name): _____

Company Name, if applicable: _____

Signature _____ Date: _____

Mailing Address _____

Telephone (250) _____ Email _____

Please mail the signed form to Box 1884, Princeton BC VOX 1W0 or drop it off at the Gallery