

Canmore Artists and Artisans Guild (CAAG)

Gallery Sitter's Guide

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Canmore Public Library Art Gallery

Gallery Hours

Monday to Thursday
11:00 am to 8:00 pm

Friday to Sunday
11:00 am to 5:00 pm

Closed Statutory Holidays

Except for opening receptions or meetings,
the gallery will normally be closed when the library is closed,
to ensure the safety of sitters.

CAAG Meetings and Gallery Events

CAAG meetings are the last Monday of each month
(excluding July, August and December)
at 7:30 pm in the Gallery.

The opening receptions for group shows start at
7:30 pm in the Gallery.

Gallery Privileges

Group Exhibitions

Any member in good standing with CAAG may participate in any group exhibition held in the Gallery. Members may submit more than one work of art to any group exhibition, but the Gallery Director(s) reserve the right to limit the number of submissions by any one artist.

All exhibitors in CAAG group shows are required to “sit the gallery” in exchange for hanging privileges in the exhibition. Unless advised otherwise by the Gallery Director(s), **each exhibitor is required to sit a minimum of 2 – three hour shifts for the first piece of artwork entered.** One additional three hour shift must be sat for **each additional piece of artwork accepted.**

The calendar of required shifts for sitting the Gallery will be available when artwork is dropped off. Exhibitors are asked to sign up for their shifts at that time.

Maintaining consistent and predictable Gallery hours is obviously important. If any member is unable to meet his or her scheduled shift(s), then it is that member’s responsibility to find a suitable replacement – preferably another CAAG member who is familiar with Gallery procedures.

In the worst case, if no sitter is available for a given shift or shifts, then the Gallery should be closed and locked to ensure security of the artwork.

Failure to fulfill a sitting obligation may, at the discretion of the CAAG Executive, result in the suspension of Gallery privileges for that member.

All sales of artwork in the Gallery are done through CAAG, which charges a commission of 20% on all artwork sold. CAAG will issue a cheque to the artist for the selling price, less CAAG’s commission. However, there is no commission on items sold from the Galleria Shop display.

CAAG does not provide insurance against loss or damage to any artwork for any reason, including fire or theft. Any insurance coverage for artwork is the responsibility of the artist.

Any artwork submitted for a group exhibition –

- must meet “community standards”. If the Gallery Director(s) questions this, the ultimate approval for any artwork will be up to the Library Board.
- must be original. If artwork is copied from another person’s photograph, written permission is required from that person.
- must be dry and properly framed or otherwise suitable for display. The title of the piece, plus the artist’s name and contact information shall be written on the back of the picture. The artist shall ensure that the Gallery Director(s) have a current biography.
- shall not have been displayed in any previous CAAG group exhibition. Any artwork selected for the poster must be exhibited in that show.
- must have the submission information provided at least one week ahead of the opening date. This information may be submitted by e-mail or by a printed submission form which is then dropped off at the gallery. Submission information must include the name of the exhibition, the artist’s name, address and phone number, and the title, medium, size and price of each piece. If more than one piece is submitted, an order of preference should be given. Please refer to the website for more details.

Artists shall endeavor to be punctual for art drop-off or pick-up times, or make other arrangements in advance.

Once a group exhibition is installed, no artist may alter it in any way without the consent of the Gallery Director(s) or a member of the executive.

Private Exhibitions

Any artist who has been a member in good standing with CAAG for a minimum of one year may request a private exhibition. Due to the limited number of slots available for these shows, CAAG encourages that more than one artist participate in each private exhibit.

Contact the Gallery Director(s) to request a time slot, and submit an exhibit application for a private show. A deposit of \$100.00 must be paid to CAAG at the time the show is requested.

The deposit will be fully refunded, if the gallery is left in the same condition after the private exhibit as it was before, or if the booking is cancelled at least 180 days before the opening date. If less notice is given, the refund amount will be at the discretion of the executive.

If the artist requesting an exhibit is already represented in a commercial gallery in Canmore, the artist must obtain approval from that gallery before booking the exhibit with CAAG.

Exhibitors are responsible for sitting or arranging a sitter for the Gallery during the entire exhibition.

All sales are payable to CAAG, which will retain a 20% commission. At the end of the exhibition, when all cheques have cleared the bank, the artist(s) will receive payment from CAAG for 80% of the total sales during the exhibition. Any donations are solely the property of CAAG.

Exhibitors are responsible for cleaning the gallery after the exhibition, providing a cashier at the opening, and for advertising the exhibit. All advertising must carry the logos of both CAAG and the Alberta Foundation for the Arts.

If alcohol is served at the opening, exhibitors must comply with all provincial rules and regulations concerning a liquor license.

It is the exhibitors responsibility to carry insurance on their art. Neither the Canmore Public Library nor CAAG will be held responsible for any damage or theft of artwork.

Artwork must meet "community standards". If the Gallery Director(s) questions this, the ultimate approval will be up to the Library Board.

Gallery Sitter's Checklist

First Sitter

Please try to arrive as the Library/Gallery opens. If the Gallery is locked, ask one of the Library staff to please open up the Gallery.

Ask them to open the storage room at the same time.

Although your's may not technically be the "first" shift, if no sitter has been available before your arrival, then please follow the same procedure as if it was the first shift.

Please put out the following items which are to be found in either the storage room or the desk –

- ✓ Donation Box – kept in the storage room and to be brought out near the Guest Bookstand. Make sure it is in view of the Gallery Sitter's desk.
- ✓ Guest Book – may be in the storage room, but is generally left out. Please ensure it is placed on the bookstand near the door.
- ✓ Artist's Biography Book – may be stored either in the desk or the storage room, but is generally left out on one of the benches.
- ✓ Other Sale Items – are from time to time approved for sale by the membership or executive. Such items (eg. art cards) should be clearly identified and stored in the desk. Please place them out on the desk for sale.

Last Sitter

If you are the last sitter of the day, or if you are not replaced by a subsequent sitter and you are forced to close the Gallery, please –

- ✓ Return the Donation Box to the storage room.
- ✓ Place any sale items (art cards, etc.) back inside the desk.
- ✓ Shut off the Music System.
- ✓ Lock the storage room door.
- ✓ Turn off the lights and lock the Gallery doors.

All Sitters

Please play suitable background music during the course of your shift. There are generally some CDs in the storage room, or you can bring your own.

Record the number of Gallery visitors on the daily tally sheet. An accurate record of visitors to the Gallery (and to Canmore) supports CAAG's use of this public art gallery.

As host of the Gallery, please –

- ✓ Wear your CAAG name tag.
- ✓ Welcome visitors to the Gallery and answer any questions they may have. Thank them for visiting and invite them to come again.
- ✓ Familiarize yourself with the details of the current exhibition, as well as the gallery schedule, and advise visitors of upcoming shows.
- ✓ Encourage visitors, especially those from out of town, to sign the Guest Book.
- ✓ Encourage family and friends to visit the Gallery, and invite them to our opening receptions and other CAAG events.

All Sitters (Cont'd)

If the Gallery is not busy, please carry out some of the following “housekeeping” items –

- ✦ Check the lights, and notify the Gallery Director(s) if any are out.
- ✦ Straighten artwork if necessary.
- ✦ Vacuum the carpet. The vacuum cleaner is kept in the storage room.

Finally, please check the sitter’s calendar, and – if you can – sign up for an additional shift if help is needed to fill in any remaining blanks. It would be greatly appreciated. ♥

Photography Restriction

Do **not** allow any photography to be taken by any means within the Gallery without permission of the artist or the Gallery Director(s). This includes video and electronic imagery as well as still photography.

All artwork is the copyright of the artist. Photographing artwork without the permission of the artist is a potential infringement of that copyright.

Any request for photography by the media should be turned over to the Gallery Director(s).

Plinth Rental

Any inquiries into renting the plinths (pedestals for the display of 3D art) should be directed to the Gallery Director(s) or another member of the executive.

A copy of the current rental agreement may be found in the Forms section.

Sales Procedures

Sales

All sales in the Gallery at CAAG exhibitions or events are done through CAAG. Payment for purchases is collected by CAAG, which charges a 20% commission on all sales in the Gallery. The artist is paid by CAAG for the selling price, less any commission.

All artwork sold must be either paid in full at the time of the purchase, or held with a minimum 10% deposit.

If payment is made in full, place a **RED** dot on the title card beside the artwork to indicate that it has been sold.

If a deposit only has been paid, put a **BLUE** dot on the title card to show that the artwork is on hold, and **advise the buyer they have 24 hours to either pay the balance or decline the purchase, otherwise they may forfeit their deposit.**

Sheets of peel-off red and blue dots are in the top drawer of the sitter's desk.

Prices

Do not add GST to the price of any items sold in the Gallery, as all prices either include GST already, or are GST exempt.

Artwork	as priced by the artist
Art Cards	as priced by the artist
Christmas decorations	\$5.00 each

Payment

All sales are by cash or cheque only. Cheques should be made out to CAAG.

When payment is by cheque – unless you can vouch for the buyer – obtain two pieces of identification (eg. driver's license and major credit card) and **write the details on the back of the cheque.**

Receipts

Issue a receipt for any artwork or other items sold. There are two receipt books in the top drawer of the desk. One is for the sale of art cards, etc. and the other is for the sale of artwork. Each book is clearly marked.

Do **not** issue a receipt for CAAG memberships. A receipt for membership will be issued by the executive and sent in the mail.

Ensure that the cardboard flap is behind the receipt you are filling out, to protect subsequent forms.

When filling out a **receipt for artwork**, include the following information –

- buyer's name and **phone number** (plus address, etc. if available)
- title of the artwork
- artist's name
- price
- payment by cash or cheque
- paid in full or deposit

Give the white copy to the buyer, put the yellow copy in an envelope with the cash or cheque, and leave the pink copy in the receipt book.

Here is an example of a receipt for a cheque when payment is made in full –

Date	Dec. 5, 2003
Received from	Joe Smith
	245 Any Street, Calgary, AB
	T2P 1B2 256-1234
	-100 Dollars
	"Mountain Splendor" by Zelda
\$	1200 ⁰⁰ (CHEQUE) No. PAID IN FULL
Tax Reg. No.:	[Signature]

And here is an example of a receipt for cash on deposit –

Date	Dec. 5, 2003
Received from	Jane Smith
	245 Any Street, Calgary, AB
	T2P 1B2, 256-1234
	-100 Dollars
	"Winter Stream" by Wayne Milburn
\$	50 ⁰⁰ (cash) No. 10% DEPOSIT
Tax Reg. No.:	[Signature] (will PAY BALANCE IN CASH AT END OF SHOW)

Forwarding Payment

Put the cash or cheque – together with the yellow copy of the receipt – into an envelope. Envelopes are in the top drawer of the desk. Seal the envelope and put it in the Donation Box.

To initiate early pickup of the payment, please call the Treasurer and advise of the sale. If the Treasurer is not available, please advise the President or a Gallery Director.

Release of Artwork

It is CAAG's policy, whenever possible, for the art to remain in the Gallery until the current exhibition closes. However, CAAG also tries to be flexible, especially in sales to out-of-town buyers. If the buyer prefers to pick up the art before the end of the show, or if the purchase is at or near the end of the show

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- If payment is by cash or **certified** cheque, the artwork may be released immediately.
- If payment is by cheque, **only the artist** can authorize any immediate release of the artwork. Otherwise, the buyer may pick up the art as soon as the cheque has cleared the bank.

If artwork is released before the end of the show, **please notify the artist as soon as possible**, so the artist may have an opportunity to replace the artwork that has been sold.

Payment to the Artist

A cheque will be issued to the artist, minus CAAG's 20% commission. It will be sealed in an envelope with the artist's name on it, and placed in the wooden box on the sitter's desk for pickup. This will be done as soon as possible after the buyer's cheque has cleared.

CAAG Organization

Guild Objectives

The Canmore Artists and Artisans Guild was founded in 1980 and is registered as an Independent Society.

CAAG's objectives are –

- to stimulate activities in the creative arts and to provide a vehicle to make the artist and the artisan visible in the community.
- to encourage and promote professional exhibitions, amateur shows and to create workshops and teaching facilities to heighten the awareness of the visual arts.
- to share our knowledge freely, to help and encourage one another.

CAAG Executive

2011 - 2012

(Revised July 22, 2011)

President

Vacant

Vice President

Vacant

Treasurer

Catharine Findlay

609-9576

Secretary

Vacant

Gallery Directors

Rhonda Rasmussen

678-5349

Claudia Schellenberg

609-4128

Directors at Large

Myrle Christensen

678-4442

Richard Brown

678-3237

Website

<http://caag.ca/>

For website enquiries, please contact Terry Southwood at 430-255-4667.