

Exhibit Application/Contract for Private Shows

Canmore Library Art Gallery
Canmore Artists and Artisans Guild (CAAG)
Box 8023
Canmore, Alberta
T1W 2T8

Please Print

Name of Exhibit _____
Name of Exhibitor(s) _____
Contact Person _____
Contact Address _____
Contact Phone _____
Contact e-mail _____

If you prefer to share an exhibit, would you like assistance locating another exhibitor? _____

Dates Requested: First choice _____ Second choice _____

Hanging Date and Time _____

Dismantling Date and Time _____

Are you a member of CAAG? _____

Description of Exhibition (i.e. medium, estimated number and size of pieces, name(s) of exhibitors, artist biography - attach separate page if needed)

It is understood and agreed between the applicant and CAAG that the regulations on the reverse side of this form and in the Gallery Policy handbook have been read and will be observed, and that the applicant will be responsible for any insurance needed for the exhibit. CAAG is not responsible for any lost, stolen or damaged articles.

We encourage you to use the resources of the CAAG gallery director(s) in preparation for your exhibit.

Name of Applicant (please print) _____

Signature of Applicant _____

Date Request Received by CAAG _____

Authorized Signature _____

The reservation as specified above is confirmed

Date Confirmed _____

Authorized Signature _____

1 copy to Exhibitor/ 1 copy to Gallery Director/ 1 copy to Treasurer

Conditions for the Exhibition of Work

1. A deposit of \$100.00 per exhibition must be paid to CAAG and given to the treasurer at the time the exhibition is requested.
2. Cancellation policy - An exhibitor will be fully refunded the \$100.00 deposit if (1) the gallery is in the same condition after the private exhibit as it was before, or (2) the booking is cancelled more than 180 days before the opening date. If less notice is given, the refund amount will be at the discretion of the executive.
3. All sales are payable to CAAG. A 20% sales commission will remain with CAAG upon any sale of artwork. The artist will receive 80% of the sale.
4. If the artist who requests an exhibit is already represented in a commercial gallery in Canmore, the artist must obtain approval from that gallery before finalizing the booking of a exhibit with CAAG.
5. Exhibitors have been informed of CAAG's insurance policy.
6. Exhibitors must comply with all provincial rules and regulations concerning a liquor license for the opening.
7. Exhibitors are responsible for cleaning the gallery after the exhibition, providing a cashier at the opening, and for advertising the exhibit.
8. *Exhibitors are responsible for providing sitters for the gallery for the duration of their exhibit. Unless otherwise noted in writing by the exhibitor, the gallery will be closed if no sitter is available.*
9. Artwork must meet "community standards". If the gallery director(s) questions this, the ultimate approval for any artwork will be up to the Library Board.