



# MEMBER GALLERY SHOW AGREEMENT

The Mill Pond Gallery, 314 Mill Street, Richmond Hill, L4C 4B5

**SUBMISSIONS:** Individual or Multi-Artist Shows are submitted annually in June for the following RHGA calendar year. **All paintings must be original artwork and for sale.**

## **FRAMING RULES:**

Work on 'Gallery Canvas', regular depth canvas, and panel boards may be hung unframed, provided that the piece has an overall finished, professional look. All work on paper grounds must be framed.

Size restriction is not applicable.

There are racks available for displaying unframed artwork. Unframed artwork must be matted and protected with a clear sleeve.

No reproductions are permitted to hang on the gallery walls.

You may sell Art Cards, no commission is collected.

**HANGING YOUR WORK:** Please coordinate with your show partners and the Show Coordinator to book a time when you will be able to hang your show. The hanging system must be used to hang all work. Do not use nails to hang artwork.

All hanging wires and hooks need to be collected, sorted and returned to, and locked into, the closet in the upstairs gallery at the end of your show.

**WALL CARDS:** RHGA wall cards are to be used and are located in the exhibition box.

**SITTING:** To be arranged with your partners, we recommend that there are 2 people in the gallery at all times.

**THE GALLERY MUST BE OPEN FROM 11:00 AM TO 5:00 PM ON SATURDAY AND SUNDAY.**

**SIGNS:** Are to be put out Saturday morning before 11:00am and collected after 5:00pm each day.

**ALL SIGNS MUST BE COLLECTED AFTER YOUR SHOW!**

**REFRESHMENTS:** Coffee, tea and sugar are at the gallery. You are responsible for providing the remainder of refreshments.

**SALES:** In an individual exhibition sold artwork may be given to the customer the same day.

## **PAYMENT AND RECEIPTS:**

Full payment is made to the RHGA. RHGA retains a 20% commission on sales.

Fill out the sales receipt; provide the customers contact info and phone number, the cost and name of the painting, the artist's name and your name. HST is NOT charged. Completed sales receipt (yellow copy), and full payment are placed in envelope and deposited in the locked 'Birdhouse' (in the gallery kitchen). The white copy and painting go to the customer, and the pink copy stays in the receipt book. Complete instructions are posted in the kitchen above the gallery phone.

**Cheques are made payable to RHGA.**

**SHOW REMOVAL:** Sunday evening after closing the show, or to be determined with Show Coordinator

**CLEAN UP:** Please ensure that the kitchen is clean and all food is put away, coffee maker and kettle are unplugged, all windows are closed, blinds are down and the OPEN sign is unplugged. The alarm is ON and the door is locked.

*I, for myself, my heirs, executors, estate trustees, administrators, successors and assigns, waive any claims to which I may become entitled for injury or damage, and hereby release RHGA and all their representatives, agents, instructors and directors and any other persons assisting in providing the Programs, from any claims for damages or injury suffered by me as a result of my participation in the Programs. Programs and offerings, such as exhibition opportunities may be subject to change as needed by RHGA. I also hereby give my permission for the free use of my name, image and artwork in any broadcast, telecast, website, newsletter, newspaper, or other form of publicity. I have read and understand the terms.*

**I have read and understand the procedures as set out above.**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please sign and return to the Show Coordinator File in the gallery kitchen.**