



Gift Shop and Gallery Submission Form

Terms and Conditions

- The Art House Café accepts new art for large group exhibitions on an ongoing basis, taking into consideration the space available, accordance with other pieces, and colours or themes, when applicable. Submission Forms can be filled out and sent with accompanying photos to submissions@thearthousecafe.ca at any time. Artwork on display gets replaced as it sells by artwork from the pool of submissions. Artists will be contacted regarding the availability of pieces of interest when opportunities to be featured arise. We are open to all styles, mediums, sizes, and content. Due to the high number of submissions, we unfortunately can only contact applicants whose submissions have been accepted.
- Only pieces discussed with and accepted by the Art Director are to be dropped off. Artists may not bring in additional pieces or make substitutions without prior discussion and agreement with the Art Director, and artwork cannot be dropped off for consideration without consent.
- Accepted pieces or items are to be dropped off at The Art House Café anytime during regular business hours. Packaging in which pieces are delivered will not be returned to the artist.
- Any piece or item intended for display on a wall MUST be dropped off at the Art House Café in a ready-to-hang state (proper attachments or mounting at the back such as eyelets and wire must be included). Failure to bring the piece in a ready-to-hang state may result in the dismissal of the accepted piece, or the artist may have the option to pay a hanging fee.
- The Art House Café has the right to refuse any accepted piece(s) or item(s) upon delivery for reasons including, but not limited to, damage suffered by the item.
- Accepted pieces and items will remain at The Art House Café until a sale occurs, the owner requests a return at least 48 hours in advance in writing, or the Art House Café chooses to make a change to the artwork on display, excepting in the case of extenuating circumstances.
- Artwork requiring pickup must be signed out and picked up from The Art House Café by the artist (or their established representatives) during regular business hours and no more than 14 days after being contacted by The Art House Café. The Art House Café reserves the right to auction any piece that was not picked up in this timeframe and will give the artist 50% of the proceeds received. Exceptions must be established in writing in advance.
- By signing this contract artists authorize The Art House Café to use any text referring to their work and/or photograph containing their work, in full or in part, for print or online marketing and sales purposes.
- On the sale of any piece or item submitted, The Art House Café shall be entitled to a 30% commission, unless otherwise specified in writing.
- The Art House Café will make payments to artists for the sale of art or merchandise in the two weeks (14 days) following the end of the month in which the sale was made. Payments will be made by e-transfer (\$1.50 charge per payment), or in cash/cheque (dependant on amount), to be picked up at The Art House Café. Artists and vendors must indicate the preferred method of payment in this form. Those requesting a cash/cheque payment will be notified in the event of payment ready to be picked up. Payments of less than \$10 (after subtraction of \$1.50 e-transfer fee when applicable) will only be available in cash.
- The Art House Café is not responsible for losses or damages due to theft, vandalism, or accidental breakage, and does not guarantee to provide monetary or other compensation for any such occurrence. The Art House Café will however take all reasonable measures to prevent any losses or damages while in possession of any given piece or item.



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Artist name: _____

Please indicate clearly any relevant social media tags or pages, as well as portfolio pages or websites which may be used for promotional purposes (optional):

- I authorize the Art House Café to make the sale of my piece(s) through a Layaway program of the following terms: buyers enter into an agreement for payment of the piece(s) in question over 90 days. The buyer will only collect the artwork after the full payment is received and the artist will receive their payout in the two weeks following the month of the buyer's final payment. Only pieces over \$200 can be purchased through the Layaway Program.

Preferred method of contact: _____

(Phone)

(Email)

Preferred method of payment (cash/cheque or e-transfer): _____

By signing this contract, I (print name) _____
have read, understood, and agree to the Terms and Conditions listed in this Submission Form, and understand that I am participating in the sale and display of these items at my own risk. This document applies to any piece which comes, with consent of the artist, to be included in an exhibition at The Art House Café.

(Signature)

(Date)



555 Somerset St West
Ottawa

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Submission Form

List of Works - You may submit more than one 'List of Works' page and Lists of Works can also be submitted in a word document or spreadsheet format as long as all information requested below is included.

The price written here will be the final sale price to be displayed on the tag. On the sale of any piece or item submitted, For the sale of a given work, The Art House Café will retain 30% of the sale price, unless otherwise specified in writing.

Each piece or item (or group of pieces or items) **MUST** be accompanied (email attachment) by a minimum of 1 clear photograph depicting the given piece(s) or item(s) in its or their entirety. Associated photographs must be referenced below in the appropriate fields.

Artist name: _____

Title ('Untitled' may be used): _____

Medium: _____

Size (unframed and framed, if applicable): _____

Price: _____

Multiples/Prints available: _____

Title of attached photo(s): _____

Title ('Untitled' may be used): _____

Medium: _____

Size (unframed and framed, if applicable): _____

Price: _____

Multiples/Prints available: _____

Title of attached photo(s): _____

Title ('Untitled' may be used): _____

Medium: _____

Size (unframed and framed, if applicable): _____

Price: _____

Multiples/Prints available: _____

Title of attached photo(s): _____