



**ARTS COUNCIL**  
of LADYSMITH and DISTRICT

610 OYSTER BAY DRIVE (ON THE WAY TO TRANSFER BEACH), LADYSMITH, BC  
OPEN 7 DAYS A WEEK | 11:00 AM TO 4:00 PM  
PO BOX 2370 LADYSMITH BC V9G 1B8 | TEL: 250.245.1252  
WWW.LADYSMITHARTS.CA

**Gallery Submission – Exhibition Agreement**

I wish to participate in the (circle one): Both Online and Gallery show or Gallery Only

Show Month & Year: \_\_\_\_\_

Artist Name: \_\_\_\_\_ Artist Membership#: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

If you have already done the online submission form just fill in the titles, if you have not please fill in in full and print clearly.

Title & Description	Medium	Size	Price	Pickup Initial or Date of Sale
1. _____				
2. _____				
3. _____				

**Installation**

Works must arrive at the Gallery ready for installation. During intake you will be given labels to affix to the back of the work. The gallery will provide display labels for the exhibition unless you have not entered your submission information through our website. In this case you will need to make a temporary wall label. Installations will be at the discretion of the hanging committee. The hanging committee reserves the right to exclude works from the exhibition.

**Commission and Taxes**

ACLD will retain a 40% commission on all sales. Sales will include 7% PST. If you are required to remit other taxes besides PST, these will be the responsibility of the artist. Should a member sell a piece privately, ACLD must be notified immediately so the image can be removed from the virtual gallery or marked as sold. Honour rules about commission to the gallery for private sales apply during the three-month term when the work is online. The ACLD will expect commission on privately made sales in the following commission-structure: 40% during the first month, 30% during the second month and 20% during the third month. Commission will always be 40% if the ACLD processes the sale.

### **Payment to Artists**

Artist who have sold works are paid monthly, in the month following the sale. Payments to artists are made when accumulated sales reach \$50 or more, or by the end of the calendar year. Payout are done by email transfer or cheque. Cheques that are not picked up within 3 months will be considered a donation to the ACLD. If a cheque is picked up but has not been deposited within 6 months, the stale-dated cheque will not be reissued, and the amount will be considered a donation. If you lose your cheque, please contact the ACLD before the 6-month deadline to have it reissued.

### **Income Document**

The Arts Council of Ladysmith and District is required by the Government to issue T4A slips for all sales payouts to artists if the yearly total is \$500 or greater. Social Insurance Numbers must be provided by artists if a T4A is required.

### **Insurance & Liability**

Artists exhibiting their work at the ACLD gallery do so at their own risk. Works are not insured under the ACLD. The ACLD does use a building security system. It is strongly advised that artists carry their own insurance.

Works not picked up prior to the new show will be stored in an unsecured area and the ACLD will not be held responsible for the care of the artwork.

The ACLD makes every effort to ensure that theft and damages do not occur. However, should any loss or damage occur, the artist/artisan understands and accepts the full risk of loss or damage to articles placed on consignment. Damaged items will be returned to the artisan.

### **Please Read and Initial.**

- I confirm that all work submitted is original to me, from my imagination, Plein-air, from a photograph taken by me or with the permission from another photographer; I have not copied another artist's work. \_\_\_\_\_
- I confirm that I have read and understood the submission guidelines and agree to them. \_\_\_\_\_

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

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