



SIGNATURE GIFTS SUBMISSION FORM

NAME: _____

ADDRESS: _____

CITY: _____

PROVINCE: _____

COUNTRY: _____

POSTAL CODE: _____

TELEPHONE: _____

E-MAIL: _____

MEDIUM: _____

INCLUDED WITH YOU APPLICATION

- A COMPLETE ARTIST STATEMENT AND/OR BIO*
- 3-5 EXAMPLES OF ART WORK THAT YOU WISH TO DISPLAY (SLIDES/DIGITAL)

* (IF ACCEPTED YOUR ARTIST STATEMENT/BIO WILL BE USED IN THE PUBLICITY OF YOUR ARTWORK IN SIGNATURE GIFTS)

Digital Specifications

1. Images must be .jpeg or in PDF file format (either PC or MAC)
2. Must be high resolution (i.e. each image must be at least 3" at 300dpi on the shortest side. 6" at 300dpi is preferred if possible.)
3. Must be delivered to the Gallery office on a CD. Please DO NOT e-mail high-res images.
4. All images must be accompanied by a listing of title, date, medium and size.
5. Artist statement must be in .txt, PDF, or .doc file format.

The Signature Gifts Committee for the Leamington Arts Centre meets once a month to review artist's submission portfolios and selects candidates for exhibit and sale in Signature Gifts
Once the Committee has reviewed your application you will receive written response to your application.



The Arts Centre One of a Kind Gift Shop / Artist Consignment Contract

The Leamington Arts Centre Gift Shop will receive 30% commission on the Artist's Sale .

Payments by Gift Shop for sales made under this Consignment Agreement shall be made on a ¼ year basis and shall be remitted to the Artist within two working days from the end of the quarter year.

The Artist shall be responsible for all packing, transportation and insurance costs incurred in shipping items to and from the Arts Centre Gift Shop. The Gift Shop shall use the original Artist's packaging materials for any artwork returned to the Artist and shall be responsible for adequately packing the artwork in the same manner as when it was received.

The Arts Centre Gift Shop will inspect all items when received and notify the Artist if any items are damaged upon receipt. The Arts Centre shall provide the Artist within 24 hours of such receipt with a description of the damage, including photographic proof, for insurance claim purposes.

The Artist agrees that the One of a Kind Gift Shop may retain all items for a minimum of 30 days from the receipt of items, the artist will chose a term of 30, 60 or 90 days to restock and change their inventory.

The Arts Centre Gift Shop house committee has the right to refuse or return works that are unsuitable or past their inventory term.

The Arts Centre Gift Shop shall notify the artist of their inventory change date 1-week prior.

The Artist shall assume full responsibility for all (his or hers) artworks while they are in the gift shop display. The Arts Centre will provide to the Artist promotion, sales and marketing services for works on display.

The Artist does not give the Gift Shop any rights to use any likeness of the artworks, in print or digital format, for any purpose. If and when mutually agreed in writing, for the purpose of sale or promoting the sale of the artwork, the Artist shall provide to the Gift Shop the appropriate likeness of the artwork.

The Gift Shop shall not exhibit the artworks outside its gallery premises and in any other venue, website, or media exposure for promotional purpose, unless previously agreed in writing with the Artist.

The Arts Centre Gift Shop guarantees adequate display of all Artist's artworks in its Display space during entire period of this Agreement.