



COWICHAN VALLEY ARTS COUNCIL

2687 James Street, Duncan BC V9L 2X5

## PORTALS

### The CVAC Centre for Arts, Culture and Heritage "Rent a Wall" Registration Form

Any artist may use a 4 'x 8' section of PORTALS and with the PORTALS host(s), hang a different piece or series of pieces EACH week during a two week period (16 days).

Artist: \_\_\_\_\_

Drop Off Date: \_\_\_\_\_

Final Pick up Date: \_\_\_\_\_

New work to be dropped off on: \_\_\_\_\_

#### **All artists will provide the following:**

- One jpg image emailed to [cvartscouncil@shaw.ca](mailto:cvartscouncil@shaw.ca), where possible, for use on CVAC website at time of booking.
- 50% of fee due upon booking. Remaining 50% prior to run of Rent a Wall period.
- One hour of volunteer time per week to change display and welcome any guests during this time to your work. Friends and family are more than welcome to attend during this time to view your work with you.
- All artists are encouraged to bring an easel, workstation, yarn, sculptural materials....any artistic medium to use in the Portals space during this period to work.
- All artist are to submit an artist's statement on 8.5 x 11" paper. If available, please provide business cards at this time to display with your artist statement.
- All artwork received will be ready for professional display. No reproductions except of professional standards will be accepted. Original artwork encouraged.

Member Cost for "Rent a Wall" : \$55 (16 days including ½ day to hang and ½ day to take down)  
Non Member Cost for "Rent a Wall": \$100 (16 days including ½ day to hang and ½ day to take down)

The parties agree that the Artist shall consign and deliver to the Cowichan Valley Art Council (hereafter known as the CVAC) the work listed below: (attach appendix if more than five works). Please note – HST must be INCLUDED in all pricing.

Week One:

Title	Medium	Size	Retail Price	Date Sold	Method of Payment

Week Two:

Title	Medium	Size	Retail Price	Date Sold	Method of Payment



2687 James Street, Duncan BC V9L 2X5

## PORTALS

The CVAC Centre for Arts, Culture and Heritage

Date \_\_\_\_\_

Artist: \_\_\_\_\_

Mailing  
Address \_\_\_\_\_

Email \_\_\_\_\_

Phone number \_\_\_\_\_

### Terms & Conditions:

1. Prior to sale of the work, if the Artist wishes and upon 48 hours notice from the Artist, the CVAC shall deliver the work to the Artist.
2. Upon the sale of the work, the Consignor agrees not to deliver the work to the CVAC's client until the published end date of the show.
3. Within 30 days of sale of the work, the CVAC shall forward to the artist the amount equal to the sales price minus any applicable credit card fees (2% of price for any single item over \$300).
4. The CVAC agrees that if loss or damage occurs to a consigned work at any time during the consignment period, they will notify the Artist-Consignor forthwith.
5. The consigned work will be insured against loss or damage by the Artist during the full period of the consignment. Damages to a consigned work resulting from fragile or vulnerable materials with which the work is made shall be the responsibility of the Consignor.
6. The CVAC acknowledges that title to the consigned work of art does not pass to the CVAC or their clients except in the event a sale agreement is entered into between the consignor and the purchaser.
7. The CVAC must obtain consent from the consignor to photograph, reproduce and communicate for any purpose any consigned work. Where the Artist and Consignor are different parties, the Consignor warrants it is authorized by the owner of the copyright in the work to give this consent.
8. The Consignor acknowledges and agrees to abide by the terms of the Exhibition and Sales agreement attached.

Office Use Only	_____ full payment received (method _____)
Date: _____	Or
Artist Signature: _____	_____ 50% deposit received (method _____)
Coordinator Signature: _____	and
	_____ receipt issued
	_____ jpg received
	_____ artist statement received
	_____ business cards received

Picked up (artist signature) \_\_\_\_\_ on \_\_\_\_\_.