

Station Gallery, Fenelon Falls
Membership Application and Guidelines
Deadline for submission: February 28

Station Gallery Hours of Operation; May, June and September – Friday to Sunday 10-5; July and August- Wednesday to Sunday 10-5; and Open all Holiday Mondays.

Membership fee: \$200.00 and 5-6 days of mandatory gallery sitting.

Please read the form carefully before completing.

Along with this form, include the membership fee of \$200.00 (cheque payable to Fenelon Station Gallery), Artist CV/bio and a minimum of 4 digital images on CD (in jpeg format only @300dpi) or photos. These pictures must be of recent work (within the past year) and must be a representation of the art you would like to display at the gallery.

ARTIST NAME: _____

STUDIO NAME: _____

ADDRESS: _____

CITY _____ POSTAL CODE _____ TELEPHONE: _____

EMAIL: _____

WEBSITE: _____

MEDIUM: _____

PRICE RANGE: _____

(i.e. prints \$65-\$150 framed, \$40-\$100 unframed, \$4.00 cards, small sculptures \$25-1g \$95, etc)

INSTALLATION REQUIREMENTS: _____

(wall, shelf, free standing, in stands, etc)

UNIQUE REQUIREMENTS: _____

(i.e. beside electrical outlet-very limited)

ARTIST MEMBERHIPS AND SHOWS ATTENDED: _____

- Confirmation of acceptance will be advised by mid April
- Set up date and time will be set the first meeting after membership is confirmed
- Booking of the Gallery times will be available upon acceptance

Please be sure to read the attached “GUIDELINES” for more information and detailed expectations for your work and membership

Station Gallery Guidelines

Quality of Work- Visual Arts

- Paintings should be of high caliber and tasteful (as per Jurying Committee)
- All “prints” must be labeled as reproductions.
- Framing must be of high quality (i.e. no chips, dents etc. and properly wired).
- No work on canvas that is damaged will be accepted (i.e. torn).
- Gallery quality canvases are preferred.
- If the canvas is not framed, all sides must be painted.
- Canvases with staples on the side must be framed.
- Unframed originals/reproductions must be matted and presented in plastic sleeves.
- Cards for sale must be presented in plastic sleeves.

Quality of Work- Other Media

- All work must be of the quality standards of their respective Guilds (i.e. Pottery Guild, Wood Guild, etc.).
- No product that is cracked, chipped or damaged in any way is allowed.
- All vessels not food safe must be marked.

Labeling and Inventory

- Tags labeling paintings should be no larger than business card size and placed at the lower right side of the painting. Labels should list: original medium/reproduction, artist’s name, price, title or inventory number with the artist’s initials (i.e. JT175)
- Labels for structural and 3-dimensional work may be stickers or tie-on tags and should include: price, title or inventory number with the artist’s initials (i.e. JT175)
- Should labels become faded or worn, they must be replaced.
- It is the responsibility of the artist to submit an inventory list including all of the labeling information for each item offered for sale.
- Inventory lists will be filed in the Gallery Inventory Binder.
- It is the responsibility of each artist to update his/her inventory list with additional/replacement product information.

Generally

- Fenelon Station Gallery is not responsible for any damage or theft. It is the responsibility of each artist to carry theft and liability insurance.
- Artists are expected to work the required number of days in the gallery as determined at the beginning of the season. If for any reason, a member is unable to gallery sit at a designated time, he/she must arrange for a substitute member as a replacement, and must inform the scheduler of the change.
- Work from new applicants will be juried by a Jurying committee. No work from new applicants is to be left at the gallery for review. Contact information and

application forms are available on the Fenelon Station Gallery website and at the gallery. The Jurying committee will follow up on all applications.

- Work of a different medium, other than that which the member has been juried, must be approved before being allowed for sale. (i.e. If a painter is also producing sculptural work, the sculptural work must also be juried for acceptance.)
- Member artists of the gallery, working together to produce a collaborative work of mixed media, may have the piece juried. Collaborative work with outside artists is not accepted.
- No reduced priced materials are allowed.
- Removing work for shows/other venues, without replacements, is strictly prohibited. Replacement product is acceptable, with same size and quality only.
- To avoid overcrowding, new work is only to be added when a member's work is sold or a request is made for additional work.

Sales and Reimbursement

- Our current rate of commission is 7%, but we reserve the right to change at our discretion.
- An additional fee will be charged for electronic transactions. The fee will be determined at the beginning of each season.
- Reimbursement for electronic sales will be issued twice; one payment midway through the season and one at the end of the season.
- Cash sales can be picked up at the gallery.

PLEASE RETURN APPLICATION, PAYMENT AND PICTURES TO:

**Fenelon Station Gallery
P.O. Box 487
Fenelon Falls, On K0M 1N0**

For more information, please call 705-887-2229.

With notice, membership fee cheques will be cashed upon acceptance into the Station Gallery.