



The Arts Station Gallery Show Application Information

The Arts Station is operated by the Fernie District Arts Council, a registered charity administered by the Board of Directors and administration team. Louise Ferguson is the current Administrator. The Gallery is administered by a sub-committee of the administrator's operational team, the Gallery Committee. They are responsible for booking 12 gallery shows a year, each exhibiting for one month (from the last Thursday of the month to the last Tuesday of the following month).

Our art gallery is open during our opening hours (Monday - Friday, 10-3pm, plus concerts and events) and whenever the Blue Toque is open (Thursday - Sunday, 9-2pm). It is functions as the entry hall to the building and therefore has frequent footfall from all our of guild and workshop participants, concert attendees, private rental guests, business meeting hires that take place upstairs, school groups, patrons of the Blue Toque diner, and tourists exploring the arts and cultural scene of Fernie. It is a bright space, approximately 5m x 8ms with high ceilings, heritage features and a beautiful brick fireplace as a focal point. Large wall spaces are balanced with smaller nooks and a professional hanging and adjustable lighting system create a great space to display many different art forms. We encourage you to visit the space before applying, if possible.

The gallery is free to enter, funded as a core programme of the Arts Station and through the commission we take on sales. The mission of the gallery is to showcase local artists, supporting established and developing artists in all visual disciplines. Each year we aim to feature the following but not limited to visual arts, photography, quilters, spinners and weavers, pottery. During Arts Station hours the gallery has an attendant, the Assistant Administrator, who answers questions and completes sales or commission requests. The Arts Station encourages applications from all backgrounds, identities and disciplines and aims to represent the diversity of the Elk Valley's cultural landscape.

Please read the **Gallery Policy**, detailing the application and programming procedure, and the **Artist Agreement**, made between the FDAC and exhibiting artists, for a full understanding of what is involved before applying to exhibit at the Arts Station.

Gallery Policy - Application and Programming

1. The programming and scheduling of the Arts Station Gallery is the responsibility of The Gallery Committee, an extension of the **Fernie District Arts Council**.
2. The Gallery Committee consists of members appointed by the FDAC and the FDAC Administrator. The committee will be comprised of individuals who are committed to recognising artistic quality and integrity, regardless of any bias or personal preference, and who value all styles and forms of artistic expression and its production, including original, unique and progressive artwork.
3. The Gallery Committee will vet applying artists based on their application form only. The Gallery Committee is subject to all FDAC Policies and Procedures, including equal opportunities and inclusion.
4. Artists are selected based on quality of their application, relevance to our audiences and community and relevance to the FDAC values: *encouraging enrichment in people's lives, individual and community identity, ensuring a legacy, the grass roots being responsive to community needs and opportunities, people's contributions, diversity and fun.*
5. The Gallery Committee will not consider incomplete applications.



6. The Gallery Committee will not approve gallery proposals that include artwork previously displayed in past galleries at the Arts Station.
7. The Gallery Committee will select the artists and notify via email. Once dates are agreed between each party, the artist and the FDAC will sign the Artist Agreement.
8. Once the Artist Agreement has been signed, the Gallery Committee or FDAC will not cancel the booking of an exhibition, except for in exceptional circumstances as agreed by the FDAC Board.

Artist Agreement

1. The Artist must be the creator and exclusive owner of the artwork unless otherwise specified.
2. If the Artist is an Arts Station member, the Artist agrees to pay:
 - 2.1. A 25% sales commission on all artwork sold while on display at the Arts Station.
 - 2.2. A 25% sales commission on additional artwork sold as a result of the exhibit (eg. reprints, commissioned artwork). This agreement remains in effect for the duration of the show and one month after the exhibit closes.
3. If the Artist is not an Arts Station member, the Artist agrees to pay:
 - 3.1. A 35% sales commission on all artwork sold while on display at the Arts Station.
 - 3.2. A 35% sales commission on additional artwork sold as a result of the exhibit (eg. reprints, commissioned artwork). This agreement remains in effect for the duration of the show and one month after the exhibit closes.
4. **The Fernie and District Arts Council (FDAC) agrees to:**
 - 4.1. Install the exhibit professionally, with standard labeling and pricing.
 - 4.2. Host a gallery opening event.
 - 4.3. When the assistant is present in the gallery, to proactively encourage sales, and pass the details of potential customers interested in commissions on to the artist.
 - 4.4. Process all payments for sales via cash, cheque or card (excluding debit cards) and record purchaser information for pick up and/or delivery.
 - 4.5. Pay the Artist the proceeds from sales less the sales commission within two weeks of the exhibit closing date via cheque.
 - 4.6. Promote the artist's exhibition via printed posters and marketing, online promotions and our website. The artist is encouraged to share these resources with their audience.
5. The Gallery Committee reserves the right to hold artwork purchased during an exhibit until completion of the exhibit, at which time the purchaser will arrange for pickup or delivery, unless the Artist and staff have agreed upon different terms.
6. The Gallery Committee reserves the right to refuse any artwork deemed to be inappropriate for display at the Arts Station.
7. **The Artist agrees to:**
 - 7.1. Provide an artist statement, artist bio and promotional picture/photo at least 6 weeks prior to the exhibit opening.
 - 7.2. Bring all artwork to the Arts Station by 2pm the Tuesday prior to the show opening date (usually a Thursday), unless agreed otherwise with the Administrator. When the artwork is delivered to the Arts Station, it must be brought with a complete typed inventory sheet (provided in advance by the Arts Station).
 - 7.3. Provide all written materials (statement, bio, inventory) in a typed format; no handwriting.
 - 7.4. Include proper gallery hanging hardware with artwork. This includes taught wire at the back of the frame, canvas, or other medium. If clarification is needed, please speak with member of FDAC staff.



- 7.5. List at least 50% of their artwork on exhibit as 'for sale' unless it has had prior approval from the gallery committee.
- 7.6. Collect artwork between 10.30 and 2pm on the Tuesday that the exhibition closes, unless agreed otherwise with the Administrator.
8. The Artist is responsible for insurance coverage (at their discretion) for all artwork for the duration of their exhibit. It is the Artist's responsibility to include provincial and federal taxes in the list price of the artwork if they so choose.