

Email completed applications to: gc@artists.ca

Chapter Jury via the FCA Online System Application

CHAPTER DETAILS	Today's Date (YYYY/MM/DD):	Chapter Name:	
	Exhibition Name:	Chapter President Email:	
	Exhibition Coordinator:	Exhibition Coordinator Email:	
	Treasurer Name and Address to receive cheque:		
SUBMISSION DETAILS	Submission Start Date (YYYY/MM/DD):	Submission End Date:	
	Maximum # of paintings required for the venue:	Results Due:	
	Would your Chapter permit non-qualifying artworks if this number is not met? Y / N		
	Maximum # of images a member can submit:		
	Maximum # of images a member can display for the exhibition:		
	Can Non-Chapter Members to Participate? Y / N		
AWARD DETAILS	Awards Required? Y / N	Note: Artists can only win one award per exhibition.	
	First Place:	Second Place:	Third Place:
	Honourable Mentions (maximum of three):		
FEE DETAILS	Entry Fees (Please indicate the amount the Chapter is charging per entry into the exhibition. The fee payable to the FCA Vancouver for their services will be subtracted from this fee).		
	All items: \$ per entry. If you have a special entry fee structure, please describe (e.g. First item \$15, second and third item \$10):		
VENUE DETAILS	Drop-Off Start Date (YYYY/MM/DD):	Drop-Off End Date (YYYY/MM/DD):	
	Drop-Off Time: From	AM: PM:	to AM: PM:
	Venue Name:	Venue Street Address:	
	Drop-Off Details Instructions (e.g. second door near the library, third floor room 204 etc.):		
ONLINE GALLERY OPTIONS	Is your Chapter requesting a publically accessible online gallery hosted at federationgallery.com ? Y / N		
	Online Exhibition Dates: Starts on (YYYY/MM/DD):	Closes on (YYYY/MM/DD):	
	Would your Chapter like sales functionality on the online gallery? Y / N		
	IMPORTANT: If your Chapter opts for sales functionality, the Federation of Canadian Artists retains 17.5% commission on all sales made through federationgallery.com		

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At the end of your exhibition, the Federation Office will issue your Treasurer with an itemized sales report and cheque, less the Federation's 17.5%. The Chapter Treasurer is responsible for distributing the artist's sales revenue, including GST if applicable (selling artist has a registered GST number), less any commission the Chapter collects for their operations and programs.

If you are hosting an online gallery in conjunction with a physical exhibition, the Exhibition Coordinator for your Chapter is required to inform the Fine Art Consultant of any sales made through your hosting venue immediately via through sales@artists.ca to avoid duplicate sales.

The Federation Office will not take a commission on sales made by hosting venues as the sales are not processed through our systems or using Federation resources.

Artists are not permitted to sell their artwork outside of the online exhibition or venue during your exhibition dates and will receive a \$100 fine collected by the Federation Office and/or a month-long submission suspension, effective of the date they remove their artwork from the exhibition, if they do.

Please write a short description about your exhibition including eligibility requirements, restrictions and exhibition themes if applicable: