

Email completed applications to: Chapters@artists.ca

## Chapter Jury via the FCA Online System Application

### CHAPTER DETAILS

Today's Date: Chapter Name:  
Exhibition Name: Chapter President Email:  
Exhibition Coordinator: Exhibition Coordinator Email:  
Treasurer Name and Address to receive cheque:

### SUBMISSION DETAILS

Submission Start Date: Submissions End Date:  
Maximum # of paintings required for the venue: Results Due:  
Maximum # of images a member can submit:  
Maximum # of images a member can display for the exhibition:  
Can Non-Chapter Members to Participate? Yes No

### AWARD DETAILS

Awards Required? Note: Artists can only win one award per exhibition.  
First Place: Second Place: Third Place: Honourable Mentions (maximum 3):

### 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: Drop-Off End Date:  
Drop-Off Start Time: Drop-Off End Time:  
Venue Name: Venue Street Address:  
Drop-Off Details Instructions (e.g. second door near the library, third floor room 204 etc.):

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### ONLINE GALLERY OPTIONS

Is your Chapter requesting a publically accessible online gallery hosted at [federatingallery.com](http://federatingallery.com)?

Yes? No?

**IMPORTANT:** Opting out of online representation in a publicly accessible gallery (sale enabled or not) will prevent the artwork from being publically viewable online on an artists own public profile.

Online Exhibition Dates: Starts on: Closes on:

Would your Chapter like sales functionality on the online gallery? Yes No

**IMPORTANT:** If your Chapter opts for sales functionality, the Federation of Canadian Artists retains 17.5% commission on all sales made through [federatingallery.com](http://federatingallery.com)

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](mailto: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.

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

### DESCRIPTION DETAILS