

# FCA Chapter Jury Request Form

Please send completed form to:  
Chapters@artists.ca

CHAPTER DETAILS	Today's Date: _____ Chapter Name: _____			
	Exhibition Name: _____		Chapter President Email: _____	
	Exhibition Coordinator: _____		Exhibition Coordinator Email: _____	
	Treasurer Name and email address to receive e-transfer: _____			
SUBMISSION DETAILS	Submission Start Date: _____ Submission End Date: _____			
	Results Due to Artists by: _____		Can Non-Chapter Members Participate?	
	Max. # of painting (capacity of the venue): _____		Max. size of artwork (total combined inches): _____	
	Max. # of images a member may submit: _____		Max. # of images an artist may have accepted: _____	
	Will the Chapter permit Non-Qualifying artwork if these number are not met?			
	Are you accepting works of Sculpture?			
	Will Artists be permitted to mark their work as "Not for Sale"?			
AWARD DETAILS	Awards Required?		<b>Note:</b> Artists may only win one award per exhibition.	
	First Place:	Second Place:	Third Place:	Honourable Mentions (3):
	When will awards be announced to Artists?			
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: _____	
	Exhibition Start Date: _____		Exhibition End Date: _____	
	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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Is your Chapter requesting a publically accessible online gallery hosted at federationgallery.com?

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

Online Exhibition Dates: (if applicable)

Starts on: \_\_\_\_\_ Closes on: \_\_\_\_\_

Would your Chapter like sales functionality of the online gallery?

## Terms of use for FCA Online Gallery:

- 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. 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.
- 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.
- Artwork sold online via the FederationGallery.com website will be delivered to the FCA unless otherwise arranged. ARTIST will remain responsible for insurance on artwork while artwork is in transit and for accidental damage and breakage. ARTIST is responsible for any costs incurred for delivery or return.
- 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:

ONLINE GALLERY OPTIONS

DESCRIPTION DETAILS

