



In-House Gallery Exhibitions: Guidelines and Requirements

Thanks for your interest in the OAS Gallery. The OAS gallery is a good venue for artists to experience the process and satisfaction of having their own show.

The following are guidelines and requirements for exhibiting artists:

- Any OAS member artist may organize and host solo or group shows in our gallery.
- Shows may be held for a minimum of one week and a maximum of one month.
- Gallery hours are within office hours at minimum (10 a.m. to 3 p.m. weekdays) but an exhibiting artist may opt for the gallery to remain open when evening and weekend programs are in session. Artists may book time to hold a reception, if desired, dependent on programs and parking availability. Artists are responsible for all reception costs.
- All sales are subject to a 20% commission fee. OAS does not collect HST. All payments are made to OAS via e-transfer, credit card, cash, or cheque. Payments may not be made directly to artists during the show. Artists will receive payment from OAS amounting to 80% of the value of each sale.
NOTE: *Sales that occur within 90 days of the show's completion are also subject to the commission fee. It is incumbent on the artist to declare all such sales to OAS in good faith. In submitting your request to hold an OAS gallery show, you are agreeing to this condition.*
- OAS will send artists an accounting of all sales, along with the payment, which will be made by cheque.
- The gallery does not draw a lot of traffic from the general public, but most of the year, there are a lot of student artists and instructors in the building. It's important that artists draw their own followers to the gallery by publicizing their show.



- OAS will publicize shows on our social media platforms – Facebook and Instagram – and share in our newsletter.
- Assistance is available to design a graphic to promote the show, or artists may provide their own. Artists must provide two copies of an 8.5"x11" poster to display outside the gallery doors.
- Recommended months are September through June. In the summer months, there is less visibility for a show (as we have fewer students in the building).
- Before booking a show, it's suggested that you stop by to see an actual show on display to determine if the space is right for you.
- Artists are responsible for installing and de-installing their show within the dates of the gallery reservation. Guidance is available if needed.
- Every show must be approved by the Gallery Director and / or Gallery Coordinator.
- OAS members interested in a solo or group show should submit the following information to galleryoas@gmail.com:
 1. Name of artist(s)
 2. Email address of artist(s)
 3. Phone numbers
 4. Name of show and mediums used
 5. Preferred timing for show
 6. Details if planning to have an opening/reception
 7. Three images of your work
 8. A short profile/biography of artist(s).

This information is available on the webpage <https://oakvilleartsociety.com/gallery-exhibitions/>, under the heading OAS IN-HOUSE GALLERY EXHIBITIONS.