

The Annex Gallery



Hello

We are pleased to invite you to exhibit at The Annex Gallery in A Place for the Arts in Bancroft Ontario during the month of _____ 2021.

- Spring Hours Tue- Sat: 11am-4pm Closed Sun & Mon
- Summer Hours Mon, Wed, Thurs, Fri, Sat, Sun 10am-4pm Tues. Closed

Attached is the contract for your Exhibition. Please review the contract, print, sign and return an electronic copy via email. You can scan it or take a photo of the signed page.

Next steps:

- Send an Etransfer payment of \$_____ to placeforthearts@gmail.com - please note in the Etransfer message that this payment is for your Annex Gallery Exhibition. Confirmation of Receipt will be provided.
- Provide your Marketing details **2 months** prior to the Exhibition.
- Provide the following documents **one week** prior to the Exhibition. These documents have been attached for your review.
 - List of participating Artists
 - Inventory list by artist of the artwork that will be showcased in the Exhibition.

If you require further information, please contact: xxxxx

We look forward to hosting your exhibition at the Annex Gallery.

Sincerely,

QUESTIONS

- do we want to send this NOW along with the contract via email to everyone our2021 Exhibition list?
- When is rental fee due – when they sign the contract or 30 days prior to their exhibition date
- Has anyone already paid?
- COVID – hours may vary based on with is shown and refund if the Gallery is closed.