

Annex Rental Process and Dates 2024

Month	Install/Art in	Exhibition Open	Exhibition Close	Takedown/Art Out
April	Tuesday April 2	Wednesday April 3	Sunday April 28	Monday April 29
May	Tuesday April 30	Wednesday May 1	Sunday May 26	Monday May 27
June	Tuesday May 28	Wednesday May 29	Sunday June 30	Monday July 1
July	Tuesday July 2	Wednesday July 3	Sunday July 28	Monday July 29
August	Tuesday July 30	Wednesday July 31	Sunday August 25	Monday August 26
September	Tuesday August 27	Wednesday August 28	Sunday September 29	Monday September 30
October	Tuesday October 1	Wednesday October 2	Sunday October 27	Monday October 28
November	Tuesday October 29	Wed. October 30	Sunday November 24	Monday November 25

Annex Rental Process:

- 1) Each Annex Application is reviewed. The adjudication effort is conducted during the application process.
- 2) Once Approved a WELCOME LETTER with the ANNEX CONTRACT is emailed to the applicant. The Applicant should:
 - a) Review the contract, print, sign and return an electronic copy via email.
 - b) Make the Rental Use Fee payment (deposit) to placeforthearts@gmail.com. Please note in the etransfer message that this payment is for your Annex Gallery Exhibition
 - c) Confirmation of Receipt will be provided by APFTA
- 3) **Two months** prior the Applicants should:
 - a) Provide your Marketing details to APFTA
 - b) Inform APFTA if you will be hosting an event
- 4) **One month** prior the Applicant should:
 - a) Make **all arrangements** with APFTA for the delivery and removal of the artwork on the allocated timeslot.
- 5) **One week** prior the Applicant should complete and provide the following documents (these can be found on our website www.apfta.ca under Annex Gallery page):
 - a) LIST OF PARTICIPATING ARTISTS with their contact information
 - b) INVENTORY LIST by artist of the artwork that will be showcased in the Exhibition