

Annex Rental Process and Dates 2021

	Setup	Exhibition Start	Exhibition End	Takedown
April	Tuesday March 30th	Saturday April 3rd	Sunday April 25th	Monday April 26th
May	Tuesday April 27th	Saturday May 1st	Sunday May 30th	Monday May 31st
June	Tuesday June 1st	Saturday June 5th	Sunday June 27th	Monday June 28th
July	Tuesday June 29th	Saturday July 3rd	Sunday July 25th	Monday July 26th
August	Tuesday July 27th	Saturday July 31st	Sunday August 29th	Monday August 30th
September	Tuesday August 31st	Saturday September 4th	Sunday September 26th	Monday September 27th
October	Tuesday September 28th	Saturday October 2nd	Sunday October 31st	Monday November 1st
November	Tuesday November 2nd	Saturday November 6th	Sunday November 28th	Monday November 29th

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