

Annex Rental Process and Dates 2022

	Setup	Exhibition Start	Exhibition End	Takedown
April	Tuesday March 29th	Saturday April 2nd	Sunday April 24th	Monday May 2nd
May	Tuesday May 3 rd	Saturday May 7th	Sunday May 29th	Monday May 30th
June	Tuesday May 31st	Saturday June 4th	Sunday June 26th	Monday June 27th
July	Tuesday June 28th	Saturday July 2nd	Sunday July 24th	Monday August 1st
August	Tuesday August 2nd	Saturday August 6th	Sunday August 28th	Monday August 29th
September	Tuesday August 30th	Saturday September 3rd	Sunday September 25th	Monday September 26th
October	Tuesday September 27th	Saturday October 1st	Sunday October 30th	Monday October 31st
November	Tuesday November 1st	Saturday November 5th	Sunday December 4th	Monday December 5th

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