

Annex Rental Process and Dates 2023

	Setup	Exhibition Open	Exhibition Close	Takedown
April	Tuesday, March 28	Saturday April 1	Sunday April 30	Monday, May 1
May	Tuesday, May 2	Saturday May 6	Sunday May 28	Monday, May 29
June	Tuesday, May 30	Saturday June 3	Sunday June 25	Monday, June 26
July	Tuesday, June 27	Saturday July 1	Sunday July 30	Monday, July 31
August	Tuesday, August 1	Saturday August 5	Sunday August 27	Monday, August 28
September	Tuesday, August 29	Saturday Sept 2nd	Sunday Oct 1	Monday, October 2
October	Tuesday, October 3	Saturday October 7th	Sunday Oct 29	Monday, October 30
November	Tuesday, October 31	Saturday November 4th	Sunday December 2nd	Monday, December 4

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