



## **THE WINDOW ART GALLERY** at the Kingston School of Art

647a Princess Street @ Victoria

Kingston, ON K7L 1E4

613-549-1528

[ksoa@kingston.net](mailto:ksoa@kingston.net)

[www.ksoa.info](http://www.ksoa.info)

### **Exhibition Procedure**

The Window Art Gallery space can be divided into 4 exhibition spaces with the use of portable dividing walls. We have 840 square feet of floor space divided by 4 = 210 square feet per space.

If you are interested in exhibiting in the gallery, you need to consider how much space you will need. If you know of other artists who are interested in a joint exhibit, you could split the costs. If you do *not* have a group of interested artists and are only interested in renting ½ or a ¼ of the space, we will add your name to our list of artists looking for a joint exhibit space. When we have enough artists to fill the space, you will be contacted about the dates of your show and your payment will be required to secure the arrangement. The price structure for use of the gallery is as follows:

#### **Base Amount + Commission**

- \$700.00 for 6 weeks + 20% commission on sales
- \$500.00 for 4 weeks + 20% commission on sales
- \$300.00 for 2 weeks + 20% commission on sales

This pricing includes:

- Advertising for exhibition – Local newspapers, websites, poster/flyer distribution.
- Assistance with hanging exhibit
- Free use of portable dividing walls as required
- Opening reception (Refreshments/Musicians available at an extra cost)
- Assistance with taking down exhibit
- Sale of Artwork - Payment processing

\*The gallery fee must be paid at time of booking exhibition and is non-refundable. The exhibiting artist will be required to sign a contract at time of booking.

Our gallery hours are:

Wednesday to Sunday / 12:00pm – 5:00pm (Thursdays until 9:00pm)

Thank you for your interest in our Gallery.

For further information/inquiries please contact:

Primrose Craig (Gallery President) or Kristen Lipson (Gallery Director)

By phone or email as above.