



YLW Skyway / SWAC

Procedures For Artists

1. General Information:

This policy is to be a point of contact for Creative Commerce™, and the agreement is between the airport concessionaire, Skyway Gourmet Ventures Inc. (Skyway) and SWAC.

SWAC agrees that this opportunity will be open to the Indigenous and non-Indigenous Artists of the Thompson Okanagan region. Represented Artists must be members of SWAC.

A Call to Artists will occur once per year, in alignment with SWAC membership cycle. Each Call to Artists is separate and distinct from the previous year(s).

Art-work shall meet the following criteria:

- a. Display-readiness (See 2a).
- b. Must conform to Subject Matter Requirements (See 2b).
- c. **All art must be original.** Digital art; photography; lithographs etc. are acceptable provided they are limited, numbered editions, and not for sale elsewhere.
- d. Submissions of mass media will not be considered (e.g. printed art cards, calendars, photographs).
- e. Artists must own copyright of their materials. No reproductions of, nor artwork that represents or depicts Public Art (that which belong to other Artists or are municipal property), will be accepted.
- f. Quality Assurance will be determined by SWAC's juried submission process.
- g. Skyway will provide simple plastic bags for packaging at Sales.
- h. Display cases owned by Artists need to be pre-approved by the airport via the SWAC Airport Coordinator.

2. Artists must consider the following:

- a. Display Readiness
 - i. Art-work must be display-ready (labeled; ready to hang).
 - ii. If work is fragile, or small, Artist **must provide** quality, protective packaging or method of display.
 - iii. Artists should have professionally created business cards.
 - iv. Website is optional but strongly suggested.

- b. Subject Matter
 - i. Items for sale at the Airport must be Family-friendly. There is a strict 'no nudes' policy for Artwork.
 - ii. All items must be Thompson-Okanagan themed.
 - iii. No items from the Prohibited Items list as provided by Customs and Security should be used (e.g. untreated hide or feathers).
 - iv. This Call welcomes 3d art (jewelry, clay, stone, bronze etc.), CD's (local musicians), DVD's (films) and local authors.
- c. Size
 - i. Size limitations – ideally this should follow carry-on regulations. Maximum recommended size is suggested at 14" x16".
 - ii. Oversized pieces may be requested at the discretion of the Kiosk Curator for occasional display, once an artist has been accepted. The Artist will be responsible for liaising with the purchaser to arrange for shipping and reimbursement of said costs.

3. Jury Composition:

- a. The Jury will be impartial, selected by Invitation of SWAC Council, consisting of professional Artists, Curators, Gallery Owners.
- b. The Jurying process will be an open collaboration of Jurors.
- c. The Jury's decisions are final.

4. Cycles

- a. The Call to Artists is for one full display cycle, which is one year duration, in alignment with the SWAC membership cycle.
- b. Call to Artist: October 1st of each year.
- c. Deadline: November 15th.
- d. Jury decision date: December 1st.
- e. Artist notified **by December 15th**.
- f. Inventory shall be delivered to SWAC two weeks prior to the artist's term of exhibition, which will be determined by the SWAC Airport Coordinator.

5. Jury Process

(For Jurying Criteria, see document entitled "Skyway Jury Guidelines")

- a. Artists must submit the work they intend to display in the Airport, total six (6) pieces.
- b. Jurying will take place once a year.
- c. The Jurying process will be an open collaboration.
- d. Application for consideration does not mean Artist is accepted. Jury's decisions are final.
- e. Artists will be notified **within 14 days** of jurying if successful.

6. Artist Inventory

- a. Once accepted, artists will provide two copies of an Inventory of their submission, including total cost (not including taxes) to be signed off by both the Artist and SWAC.

One copy of this will go to SWAC for Inventory records, and one copy will remain with the Artist.

- b. Chosen Artists will provide up to six (6) items of work; and must thereby agree to meet Performance criteria in order to remain in the kiosk for the full cycle (see Item 8).
- c. Artists will ensure their work is properly prepared for hanging or display, including providing packaging boxes if required.
- d. SWAC will provide Skyway with UPC codes for each artwork.

7. Branding

- a. SWAC will create a tag-card identifying the artwork, and display the artist's biography and artist statement beside their work.
- b. SWAC provides business-card holders for each Artist.

8. Performance

Successful retail performance is the Kiosk's key requirement. Due to the number of Artists, as well as the limited display space, SWAC will implement performance criteria during its annual cycle. A cycle is deemed to be one calendar year of exhibition.

The Performance Criteria are as follows:

- a. If, within three (3) months of concurrent exhibition in the Skyway kiosk, an Artist's work is not retailing successfully, they will be given the opportunity to refresh their display.
- b. If after six months of concurrent exhibition in the Skyway kiosk, an Artist has sold *no work*, all of the Artist's inventory will be withdrawn and returned to SWAC.
- c. The Artist is responsible for collection of their pieces from SWAC.
- d. **The Call to Artists is a yearly process.** All Artists must re-submit for the following cycle.

9. Communications: All communications pertaining to artwork acceptance and/or concerns shall be directed to the SWAC Airport Curator at swacylw@gmail.com

10. Commission; Payment; GST

- a. **Total Commission is 30%** broken down to be commission to **Skyway: 25 per cent**, and **SWAC: 5%**.
- a. Skyway issues cheques to SWAC at the end of every month. SWAC will then issue cheques to Artists.
- b. **GST: Skyway charges GST and PST on all sales. SWAC carries no responsibility for taxes. Artist is responsible for declaration of their GST.**

11. Security and Accessibility

- a. Skyway assumes responsibility for all breakage and or theft on site.
- b. Accepted Artist must sign **Waiver of Liability Form**, indemnifying and holding SWAC

Volunteers not responsible for breakage during storage and transportation.

- c. The YLW SWAC kiosk is located in a Transport Canada National Secure Zone. Airport Security Authorization is required for an individual to be there. No contributing Artist may enter, or request entry, without the express permission of, and prior notification to, the SWAC Airport Coordinator (unless they are legitimately in the Airport Departure lounge for the purposes of personal travel).

13. Artist Application Procedure

- a. Application may be made by proceeding to the SWAC Submittables Manager <https://swac.submittable.com/submit>.
- b. Understand that this is a juried process. Acceptance is not guaranteed.
- c. Works must be Thompson-Okanagan themed, and within the size restrictions (think “carry-on”).
- d. Please upload images of **Six (6)** pieces of your work. Each image should be saved as follows: **Artist’s Last name, Title, size, medium, price**. (Example: Smith, Purple Hills, 8x10, acrylic on canvas, \$120)
- e. Provide a **25-word Artist Statement** written in the first-person, and a **25-word Bio** written in the third-person.
- f. **Pay the jury fee (\$30)**. This also provides SWAC membership for new cycle.

After jurying if you are accepted:

1. Pay attention to the deadlines given in your acceptance letter.
2. Artists will provide two copies of an Inventory of items including total cost, not including taxes, to SWAC.
3. Artists will be informed when to deliver their works to the SWAC Coordinator, two weeks prior to their exhibition date.
4. At that time Artists will sign the Waiver of Liability for activities associated with the YLW Skyway kiosk.
5. Display cases provided by Artists will need to be submitted to Skyway (through the Curator) for approval.
6. Skyway provides bags for packaging. If a box or bag is required, this is to be supplied by the Artist.
7. If you sell the submitted work before the start of your cycle, please notify the SWAC Coordinator immediately at swacylw@gmail.com, or withdraw the piece through Submittable.

After jurying if you are not accepted:

This is not a complete rejection. Acceptances depend on who is applying and what other works are submitted. Definitely re-apply again next year.

During or After the artists’ cycle:

Artists are responsible for picking up their inventory from SWAC within one (1) week of notification, or works will be considered abandoned.