



## Oak Gallery

Address: 3095 State Street Suite G  
Carlsbad, CA 92008  
Web: [www.Oak.Gallery](http://www.Oak.Gallery)  
Email: [OakGallery.Carlsbad@gmail.com](mailto:OakGallery.Carlsbad@gmail.com)  
Gallery Phone: 760-470-8336  
**\*\*Brandy Cell: 760-889-1986**

---

### PHOTOGRAPHIC ARTIST STUDENT CONTRACT

---



### GALLERY AMENITIES

Oak Gallery includes the following amenities during artist 2-month student showing:

- Located on the cusp of the Village of Carlsbad and the Historic Barrio, California.
- *Oak Gallery* is nestled within the Glass and Mirror Shoppe, it is a shared space, the glass shop is open Tuesday-Friday 9am-5pm which gives potentially more viewing times outside of gallery operating hours.
- *Oak Gallery* is open to the public 4 days a week (subject to Covid-19 recovery & staffing) Wednesday - Friday 12pm – 5pm and Saturdays 10am – 2pm. There may be times the gallery is closed due to Brandy's schedule.
- We share a space with the established Glass and Mirror Shoppe which provides walk-ins, there is a Boutique Pet Groomer that shares our parking lot that is open and busy 6 days a week that gives the gallery walk-ins, we are at the start/end of a bike/walk/run path that brings potential clients, as well as daily vehicle U-turns that brings walk-ins.
- Open city parking lot on weekends Friday 6pm - Sunday 10pm, public parking weekdays in designated lots, or 3-hour limit parking on streets. (No designated parking for building on property).
- Gallery WIFI (password given when contract signed)
- There are two Security Cameras (24/7) located on the gallery side. One that is in the back facing towards front of the gallery and the other at the front showing the front sliding door and shop main entrance.
- Gallery liability insurance (included). Covers building and some damage.

- Access is typically limited to Oak Gallery open hours or contact Brandy for private walk throughs with potential clients.
- Reception/Opening are bi-monthly, students' reception will be on the first Sunday from 11am-2pm, during your 2-month showing.
- Events will have signage at street corner to bring potential clientele.
- Artist bio/statement, headshot, and three photographic fine art jpgs are added to the student gallery page on *Oak Gallery* website (free). Teacher is added with artist statement/Bio, headshot, and one photographic fine art jpg.
- Website link to artist personal web site, email, and social media (free) placed on the [www.Oak.Gallery](http://www.Oak.Gallery) site within artist.
- Wall door space for student artist is 8 sq ft (2'x8')
- 11" length bin box attached towards bottom of artist door is for bin prints. Bin prints should be matted in size 11"x14" or smaller mats.
- Personalized *Oak Gallery* Artist Statement/Bio and title cards created for the three pieces that hang on the student door to include your QR code for purchases.
- All student sales go directly to the student, Oak Gallery does not take a commission on student work. This is a Free two-month opportunity.
- Three Black 11x14 wall frames supplied with matt board for student work if needed, frames are not for sale.
- Upcoming events will be posted on social media, Eventbrite, Events Near Here, Carlsbad Patch, AllEvents, and others. As well as on Oak Gallery Calendar through gallery website. Artists will have names included on event posts. E-Newsletter sent out at least 2 times a month and upward of 5 based on calendar of events or special events.
- Current Student Artist will be mentioned on Gallery website and social media: Facebook, Instagram, Twitter, Pinterest, YouTube, etc.



### **Artist Wall Rental Agreement and Information:**

1. Artist is receiving an 8 sq ft (2'x8') section of wall/door space towards the back of the gallery.

2. All art is to be photography based with either early photographic processes, alternative processes, mixed media, or digital output. They can be 2-D, 3-D or other as long as they are photographically based. Id 3-D let's have a conversation on how we can make this work.
3. All photographic art is to be presented in a clean and professional matter. Free of dust, scratches, fingerprints, etc. Mats boards are to be cut with great care and precision and free of debris. This is a professional space, and all work is expected to be professionally presented as it is for sale. This includes bin prints that are to be properly sealed and labeled.
4. Student artist wall/door section includes a bin box attached towards the bottom of the wall to allow the artist additional space for bin prints therefore maximizing use of the artist wall.
  - a. The bin box is 11" wide to allow for matted prints at 11" wide or of varying smaller sizes. Artist may choose to use bin box or not, but the bin box stays attached to the wall regardless. Artist can add as many matted or unmatted prints as desired as long as potential clients can view works easily. These prints are not to be framed they are only matted or in plastic sleeves with chip board. 5 lb weight limit. If you need plastic sleeves and chipboard for prints only, please speak with Brandy.
  - b. Matting and packaging of bin prints is responsibility of student artist, recommended sizes are 8x10 mats with 5x7 image or 11x14 mats with 8x10 images. Most students do one or the other, but a combination of both is acceptable.
5. Oak Gallery will provide three black wood frames with white mat board for your hung photographic art.
  - a. The mat opening is for an 8x10 print in size. If using gallery frames, please arrange a time to meet with Brandy to mat and frame your work. Gallery frames and mat board are not for sale to your potential client or you. The Friday or Saturday before an opening is when this should happen.
  - b. It is encouraged if you want to sell a framed image to purchase your own frame and mat board and price accordingly. If you need guidance on getting frames and mat board, please feel free to ask Brandy.
6. A title sheet is required for the hung photographic art and bin prints. All items must be labeled with Artist Name, Image Title, Size, Price, and a QR Code for contactless purchase scanning, Brandy creates these labels from your information for both the bin prints and images that hang.

7. All works hanging is expected to have a label featuring artist name, title of piece, size, media, price, and QR code for contactless payment scanning.
  - a. It is recommended that a small thumbnail of the artwork be placed on the title card in case a card falls or so a potential client may scan the correct card for the correct art being purchased. A template can be provided at request as a starting point if you would like to create your own. Otherwise, Brandy will create these title cards for you, here are examples of the created title cards and statement/bio piece.

SEE EXAMPLE:



SCAN TO PURCHASE

**venmo**



**A Monotone Drive**  
Dylan Ratcliffe  
Archival Pigment Print  
8"x10" Matted (no frame) **\$70**

*Student Artist*  
San Dieguito High School Academy

**Dylan Ratcliffe**



Hi my name is Dylan Ratcliffe I'm 16 years old and I've always been very interested in photography. I got my first camera when I was about 10 but my interest really sparked when I got into photography class. These pictures were all taken during that class and my teacher helped me edit them to my style. I found I really enjoy surreal images that have muted colors, are black and white, or a mix of both. I haven't found many artists who do surreal images and I think that's why it's so fun because it makes my style unique.

To reach Dylan Ratcliffe:  
Instagram: @riverlethe\_  
Email: ratcliffe.d.404@gmail.com

8. Student Artist is expected to come up with their own price point. If you need guidance, please ask Brandy or your teacher.
9. Student Artist Bio/Statement should be no more than 125-150 characters in length.
10. Please inform your teacher that we would love to add them to your student gallery on the Oak Gallery website and we require a headshot, statement/bio, and 1-2 jpgs of their photographic art. The dimensions for jpgs are 2200 on the longest side and 1-2 mb in size for high quality, As well as link to their social media and/or website.

11. A Venmo code or something like it will need to be emailed to *Oak Gallery* to add to all your prints. The gallery will take cash and check payments for an artist and will be placed in an envelope for you to receive at your earliest convenience. Venmo is the best for a student to receive payment of their work, most people use Venmo. If you need help figuring out how to get your QR code from Venmo or payment app of choice, please ask Brandy for help.
12. If an art piece is sold off the wall it is the responsibility of the artist to fill the space with a new piece, either the same or different.
13. If a client requests shipping of purchased work, we will ensure they receive your information to work out shipping details.
14. Artist is responsible for hanging/installation of their work, statement card, title cards, and bin prints the Friday or Saturday before the Opening Reception date which is held on a Sunday. Please arrange this time with Brandy.
  - a. Artist showing with the gallery will have a large amount of flexibility regarding what work is shown, however the gallery retains the right to refuse work deemed unacceptable due to content, quality, presentation, or any other issue. Work must be presented in a professional manner with space allotted for each piece presented then paired with corresponding title card.
  - b. Gallery owner, Brandy Sebastian, operates as senior curator for all works on display, in order to maintain a high level of quality and professionalism, so imagery may be moved around, but a conversation may happen first. The gallery reserves the right to disallow works and to alter or disallow methods of display deemed unsuitable by the gallery for any reason.
15. The Student Wall door space is a painted peg board. The gallery will supply necessary hangers for framed work and title cards including wall statement.
16. An artist is given an online gallery on the *Oak Gallery* website under Student Artists.
  - a. The three images that you are hanging on the student wall/door space should be supplied in jpg format for your online gallery. JPGS should be sized at minimum of 2200 ppi on the longest side, and no smaller than 2-3 MB in file size.
  - b. The title sheet must be provided and is expected to contain the series title, if any, title of art, one or both for size of overall framed piece and/or print size, media, and price. If not for sale, then put NFS, but please still include all art piece details, it is not recommended to have NFS items. Artist biography/statement and headshot is needed to make a complete artist online gallery. If you have a website and social media, I will also need your URLs.

17. Release of Liability: Artist releases Oak Gallery and its affiliates as well as The Glass and Mirror Shoppe and its affiliates of any harm, damage, loss, or stolen art, supplies, or vehicle theft or damage while on Oak Gallery and/ or Glass and Mirror Shoppe property including the adjoining parking lots. Artist releases liability to Oak Gallery and The Glass and Mirror Shoppe of any and all bodily harm while on Oak Gallery or Glass and Mirror Shoppe property, connected building, and parking lots.
18. If you require a private walk through or meeting for a client outside of gallery hours, please inform Brandy so that scheduling and arrangements can be made as well as inform the Glass and Mirror Shoppe and/or Penny, owner.
19. Artist Reception is held on the first Sunday (last Sunday of a month) of student showing from 11am-2pm for 2023,
  - a. Attendance is important to these openings to support your work and other gallery artists. Gallery relies on your help with set up or break down as the reception is to help promote your work and others. Please plan on bringing a packaged food item to share for the reception, leftovers can be left at gallery and will be put into a community reception bin for the next reception.
20. Once your two-month show is up you are required to come pick up your work, take your title cards and statement if desired, and remove your prints from the supplied frames and mats if used. This should happen the last Friday of your two-month showing. If unable to pick up your work, it will be taken down and placed in a bag. Please reach out to Brandy to schedule this.
21. The gallery is a dream come true and a special place, it deserves respect, trust, and honesty. Please cleanup after yourself and put things away so that it is safe and clean for clients. If there are issues, please contact Brandy at [OakGallery.Carlsbad@gmail.com](mailto:OakGallery.Carlsbad@gmail.com) or cell 760-889-1986. If you have thoughts or ideas that could make it better for you and the other creatives in the space, please reach out. I am open and willing to listen and evolve to the best of my abilities. I want you to love being a part of *Oak Gallery* as much as I do, so open communication and understanding is key!



**Oak Gallery**

Address: 3095 State Street Suite G  
Carlsbad, CA 92008  
Web: www.Oak.Gallery  
Email: OakGallery.Carlsbad@gmail.com  
Gallery Phone: 760-470-8336  
Brandy Cell: 760-889-1986

**RENTAL AGREEMENT:** FROM \_\_\_\_\_ TO: \_\_\_\_\_

\_\_\_\_\_  
Student Artist Signature Date

\_\_\_\_\_  
Parent/Guardian Signature Date

Artist Full Name (Print)	<b>2 Month Showing</b>
Address	Phone
Email	Website
Social Media links	

Emergency Contact Name	Phone
------------------------	-------

	<b>WIFI PASSWORD</b>  <u>Network:</u> <u>Glass Shoppe</u>  <u>Password:</u> <u>GlassAndMirror</u>
--	---