



## 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 Sebastian OAK Owner Cell: 760-889-1986**  
**Penny Kachuck GMS Owner Cell: 760-842-3420**

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### True North Photo Society – ARTIST/MEMBER CONTRACT

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## GALLERY AMENITIES – What you get

Oak Gallery includes the following amenities:

- Located on the cusp of the Village of Carlsbad and the Historic Carlsbad 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; artists are free to pick up extra days when this happens. Often The Glass Shoppe, thanks to Penny or Jade, is open and will cover if Brandy has appointments or meetings during weekday gallery hours. Gallery Hours: Wed-Fri 12pm-5pm & Sat 10am-2pm.
- The Glass and Mirror Shoppe is a 9-year established business because of this it provides ample walk-ins. Salty Dog Pet Groomer that shares our parking lot is open and busy 6 days a week this provides the gallery additional 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 bring walk-ins. There is a ton of construction starting with the Carlsbad Visitor center and new wine tasting bar being added a short walk from gallery, which means potential clientele.
- 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) Artists may park in the gallery parking lot while gallery sitting on Saturdays.
- Utilities are included, including 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. You may want additional liability insurance making Glass and Mirror Shoppe an additionally insured as they are who we are covered under. This is up to the individual artist. We take no responsibility for theft or damage of art while in gallery or for events.
- Unisex restroom in main building, key is located at *Oak Gallery* desk with brass bell attached.
- Receptions/Opening are Bi-monthly (every two months) on a 4<sup>th</sup> Sunday of the second month from 11am-2pm.
- TNPS ONLINE WEB GALLERY (free)
- An iPad is at the front of the desk for ease of newsletter sign-up. We will also have a written guest book for those that are uncomfortable with touching an iPad.
- Opportunities to promote your art via *Oak Gallery* events and exhibitions.
- *Oak Gallery* has a musician at most Special Events and Bi-Monthly openings. Special Events include holiday and Mother's Day Art Events.
- Your name and sometimes an image of your art will be Included in some Oak Gallery Social Media posts: Facebook, Instagram, Twitter, Pinterest, YouTube, TikTok, etc. Posts are for all gallery events including, but not limited to special events, classes, artist receptions, etc.
- Opportunities to be included in Co-Run San Diego County community events and/or gallery art events 2-3 times a year.
- Upcoming events will be posted on some/all *Oak Gallery* social media plus some/all event listing sites such as Eventbrite, Events Near Here, Carlsbad Patch, All Events, Carlsbad CVA, and others. As well as on *the Oak Gallery* calendar through the gallery website. Artists will have names included on event posts. An E-Newsletter is sent out at least 1 time a month and upward of 5 times a month based on calendar or special events. Glass and Mirror Shoppe will post gallery events on their social media as well.
- Special Events: Gallery After Hours are held in the summer on Friday evenings from 5-7pm, Saturday Night Movie Nights are once a month from June-September and will feature an artist or photographer-based film or documentary.

We also have World Cyanotype Day in September, and Artist Sunday in November. If you have ideas let's chat, then do it!

- Events will have signage at street corners to bring in potential clientele.
- Marketing pieces such as digital and printed postcards and/or flyers will include current artists exhibiting. Unless it is the year-round postcard announcing year-round events.



### **Commissioned Based Artists Agreement and Information:**

1. True North Photo Society is a membership-based photography club that will have a maximum of 12 members.
  - Meetings are held once every two months at Oak Gallery (Times & Dates TBD). Organized Group activities will be held at Oak three times a year.
    - Meetings/Group Activities may include portfolio discussions, group alternative process workshops, and mini how to courses lead my members, discussions on TNPS group exhibitions outside Oak Gallery.
  - TNPS Members do have the opportunity to show their work on the designated TNPS wall. (Additional Details Line 3)
  - 2<sup>nd</sup> tier members are allowed up to 5 matted or unmatted prints for the group bin.
  - TNPS Members are given a 10% discount on all workshops/classes taught by Brandy Sebastian. Discounts from other artist is up to the individual workshop/class instructor's discretion.
  - TNPS Members are asked to volunteer for three events per year, i.e., Movie Nights, special events such as World Cyanotype Day, Mother's Day Event, Artist Sunday, December Holiday Event, Gallery After Hours etc.
  - TNPS members are asked to gallery sit one day during their 2-month wall hanging, if hanging work. If a single artist is showing on the wall, then one chosen day a month for the two-months. Wednesday, Thursday, or Friday 12pm-5pm or Saturday 10am-2pm, Weekdays are best for TNPS members as Oak Gallery wall renters sit on Saturdays typically.

- If gallery sitting on a Saturday, then you will need arrange for a key on those days.
  - Opening & Closing Instructions are at the Gallery desk.
2. If you cannot make your scheduled gallery sitting or volunteered event at last minute for any reason it is your responsibility to please contact Brandy immediately so that arrangements can be made. Personal Cell for calls or text: 760-889-1986 Personal Email: [Brandy\\_Sebastian@icloud.com](mailto:Brandy_Sebastian@icloud.com)

**3. TNPS memberships include two tiers:**

- **1<sup>st</sup> Tier: \$60 annually for Oak Gallery Wall Rental photography artists (with restrictions).**
  - **2<sup>nd</sup> Tier: \$125 annually for member only photographic artists plus 20% commission on sold work.**
4. TNPS Members can show their work on the designated TNPS wall within Oak Gallery in two-month increments. Two members are shown at a time with a maximum of 2-3 framed images each depending on framed/unframed print size. If only one member wants to show, then wall space is bigger.
- Each framed/unframed print hung is \$10 a piece for the two months plus 20% commission for sold work. (details about payment below)
  - Framed/Unframed items must feature a title card with the artist's name, image title, size, media, and price. They must also include a QR code for purchasing using a payment app such as Square, Venmo, Cash app, PayPal, Zelle, etc.
  - Framed/unframed prints are stacked for each artist vertically therefore dividing the wall equally. Total wall is 52" wide by 55" high. Each artist will have approximately 20-25" width by 55" height to hang their work. Size of work is up to you as long it fits within the size requirement. All work is hung using a track rail system and cables.
  - Framed/Unframed prints must be free from debris, scratches, and defects. Mats should be professionally crafted. This is a professional space and work must represent that.
  - Artists are responsible for hanging their work and title cards.
  - Vinyl lettering will be cut with your name and placed above work.

- If an art piece is sold off the wall or in the display it is the responsibility of the artist to fill the space with a new piece, either the same or different as soon as possible.
5. 2<sup>nd</sup> tier TNPS Members may add up to 5 bin prints each in the group bin. \*This does not apply to the Oak Gallery wall renters.
- Bin Prints are an expected 20% commission when sold.
  - Bin items must feature the artist's name, image title, size, media, and price. They must also include a QR code for purchasing using a payment app such as Square, Venmo, Cash app, PayPal, Zelle, etc.
  - It is recommended to have a certificate of authenticity with each of your bin prints as well as an addition of.
  - Bin Prints must be free from debris, scratches, and defects. Mats should be professional crafted.
6. Oak Gallery does not handle accounting or take money in or pay out for artist work. Any purchases go directly to the artist and the artist pays out their commissions and table fees to Brandy Sebastian. Commissions help to maintain the gallery and the table fees help build a student scholarship. If a client happens to pay by check or cash, it will be placed in an envelope and arrangements will be made for an artist to receive their money, commissions still need to be paid.
7. If a client requests shipping of purchased work, we will ensure they receive your information to work out shipping details between you and the client. Or have this as an option on your checkout link when an item is scanned for purchase. There are ways to make this happen and I will help.
8. *Oak Gallery* commission fees, wall fees, memberships, table fees are due at the time of a sale, when artist has received payment, or when purchasing table or events space. Commissions and Fees can be paid via **Cash, Check, Venmo @Brandy-Sebastian, Apple Pay 760-889-1986, Cash App \$BrandyJSebastian, or Zelle 760-889-1986. Venmo and Zelle are preferred!!! Please put in the memo what it's for.**
9. TNPS WEBSITE GALLERY: Each member receives an artist page on the Oak Gallery website.
- Artist bio, artist statement, headshot, 10-15 fine art photography jpgs is needed.

- Images are to be sized at 2200 ppi on the longest side, high quality, and are 2-3 mb each.
  - Headshot should have some room around your face. Please see [www.Oak.Gallery](http://www.Oak.Gallery) website for examples.
  - Links to your social media and/or website will be added to your page, please provide all necessary links.
10. TNPS members may take the opportunity to set up a table outside the gallery to draw in potential clients/visitors during Oak Gallery events. The fees help build a student scholarship fund and pay for gallery upkeep. (Does Not include Oak Gallery wall renters)
- \$25 table fee plus 20% commission of sold items.
  - TNPS Members may share a table. Table size should be no larger than 4'-6' in length.
11. Opportunities to be included in Co-Run San Diego County community events and/or gallery art events 2-3 times a year. Artists must be present for these events.
- If *Oak Gallery* can get into art fair events with a Gallery Booth, participating artists will split the booth fee equally.
  - Oak Gallery expects a 10% commission on sales for TNPS members when present. (Does Not include Oak Gallery wall renters)
  - Paid print/social media advertising will be discussed with all participating artists and split equally.
  - If not present but want to participate, then the booth fee (amount depends on split between participating artists) plus 20% commission will be expected for any items sold. This can be paid with the payment methods listed in line 6.
12. Because you are a member of TNPS, I will do my part in sales of your work when I'm gallery sitting. But ultimately it is up to the individual artist to inform and bring people in to see their work. Basically, you get out of it what you put into it.
- It is highly encouraged to post our events, be at all events, and add the events to your website and social media, this encourages your pool of collectors and buyers to see the space and buy your work and who knows

one of the fellow creatives. I push your work best I can let's work as a community and support one another in being successful.

- 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.

13. Artist has opportunities to hold lectures, demos, or workshops utilizing and held at *Oak Gallery*.

- This is strongly encouraged as it brings additional money to you, awareness of your art for sale, and the space.
- Your event will be posted on Gallery website calendar and a custom page created for the website. It will be announced in E-Newsletters and social media.
- You are responsible for generating and providing the purchase link, if you need guidance or we need to make a different arrangement, let's talk.
- A 20% fee for workshops, demos, or lecture sales (total) will be payable to Brandy Sebastian for Oak Gallery. This money helps to provide supplies for the gallery and pay for marketing your class. This can be paid with the payment methods listed in line 6.

14. Artist Receptions will be held Bi-Monthly (every two months) on a 4<sup>th</sup> Sunday of the second from 11am-2pm. 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 are to help promote your work and others. If you bring food/beverage items to share for receptions, please make sure they are individually wrapped, leftovers can be left at gallery and will be put into a community reception bin for the next reception.

15. You will be supplied with any digital marketing materials created to share and post on your site and social media feeds. I encourage you to also post on free event sites like Eventbrite, Events Near Here, etc.

16. If you decide to cancel your TNPS annual membership your work is expected to be picked up, if a 2<sup>nd</sup> tier member, within a week of cancelation. If you need your work shipped, then the artist is responsible for Shipping and Handling fees. This amount will be calculated and discussed prior to shipping items back to you, the artist. This can be paid with the payment methods listed in line 6.

17. When gallery sitting:

- you are responsible for putting out signage and bringing it back in.
- You are responsible for making sure trash you have accumulated has been thrown in the dumpster outside.
- If signage is not brought in, you will be responsible for replacing it if stolen or destroyed.
- If we get ants or mice because food is left at the desk or the desk trash can you will be responsible for pest control, WE GET ANTS AND MICE QUICKLY. Please put things away and clean up after yourself, this is a community, and we must look after our community space.
- Please do not leave food in the fridge past your gallery sitting day or it will be thrown away. Please also mark your food container whether in fridge or freezer. The kitchen area is a common area, and it is expected for everyone to keep it clean as it is shared with Glass and Mirror Shoppe that we share the building with.

18. The bathroom key is at gallery desk with a large brass bell attached. The unisex restroom is in the main building on State Street. We have one key; it is imperative the key is returned when finished. If this key is lost there is a \$45 fee payable to Oak Gallery. Please note bathroom has a step leading up and into a hall, first light is on the right then the hall leads to a door for the bathroom with another light on the left. Make sure toilet is flushed, lights are off, and counters are wiped dry. Please make sure that when leaving the bathroom, the door is shut and locked, there are homeless in the community and the bathroom is not meant for taking baths or sleeping, it has happened. This bathroom is shared with both buildings so it's important to do your part as part of the 3095 State Street community. Extra paper towels, toilet paper, soap is under the bathroom counter, if we are out of anything please let Brandy or Penny know.

**19. NOTE ABOUT 1<sup>st</sup> TIER MEMBERS:**

- Because these members also rent wall space their responsibilities and amenities are covered in their wall rental agreement.
- The bonus to being a TNPS member for 1<sup>st</sup> tier folks is the meetings and workshops discussed above. As well as being listed as one of the TNPS members and having additional web page presence on the Oak Gallery website in the TNPS of artists.

20. 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 or any property at 3095 State Street.

21. Video & Photography: You or your work may be photographed and/or filmed for purposes of marketing and/or advertising Oak Gallery. Video or images will be posted on all or some of Oak Gallery's social media, website, digital and printed media, event sites announcements, etc.
  
22. 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**

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Phone: 760-470-8336

**True North Photo Society – ARTIST/MEMBER CONTRACT**

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

Gallery Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Artist Full Name (Print)	
Address	Phone
Email	Website
Emergency Contact Name	Phone
Replacement Bathroom Key \$45	<b>WIFI</b> Network: _____ Glass_Shoppe Password: _____ GlassAndMirror