

## Submitting Artwork for Exhibition

### WHO:

- Anyone who is a full member--in good standing--of CAG may participate in any "group" exhibition. A full list of upcoming group exhibitions, with opening and closing dates, is available here. To submit artwork now you can do so here.
- Directors reserve the right to limit the number of entries any one artist may submit.

### WHERE: Sitting Requirements

- If you submit a piece—OR have pieces in the bins--you are required to sit in the gallery (see below).
- **It is vital that you fulfill your obligation to sit the gallery.** Sitters are required: to ensure the security of the artwork, to welcome visitors, answer questions, and **sell** the artwork. When a sitter fails to show up, the gallery **MUST** be closed for obvious security reasons.
- You will be asked to complete an RCMP check (it is free) since there are many children in the building.
- Everything you need to know about sitting the gallery is detailed in the Gallery Sitter's Guide. A copy is kept in the sitter's desk in the gallery and on the website, under Members' Information.
- An on-line sitter's calendar ("Signup Genius") will be e-mailed to each member ahead of the opening, for participants to sign up for sitter slots. It will also be accessible on the CAG website or here:

<http://www.signupgenius.com>

- Depending on the length of the exhibition and the number of pieces exhibited, you will have to sit approximately 3-5 shifts, each two hours long.
- We now have three shifts per day and closed on Wednesdays.
- For each show, gallery directors will calculate how many shifts you will need to sit, but you are welcome to do more!
- **Members can contact the Gallery Sitting Coordinator, [Carol Holmblad](#) if they have a question.**

### WHEN: Submission and drop-off Deadlines

- Completed submission form must be provided **two (2) weeks, at the latest**, before the opening of the exhibition.
- Online submission form (preferable) available on the website
- Manual submission: completed submission form should be dropped off at the gallery, and placed in the wooden box on the sitter's desk. (The submission form is available on-line OR in the desk filing cabinet, at the gallery.)
- **Drop off** of the submitted pieces: Tuesday 4-5 pm, before the Saturday opening.
- If you drop off any time sooner, you must leave your piece from the previous exhibition hanging till 4 pm on Tuesday.

- Printed labels (to accompany the art pieces on display) will be available at the drop-off. Please check your label(s) to ensure the information is correct.
- Please identify the title of your piece on the back, along with your name.

- **LATE SUBMISSION INFORMATION OR LATE DROP-OFFS WILL NOT BE ACCEPTED**

#### **HOW: Hanger Requirements**

- All two-dimensional artwork submitted to group exhibitions must be ready to hang, with a proper wire hanger across the back. Plastic coated wire is a nice touch, but not mandatory.
- The top, or “hang point” of the wire should be at least 2 (two) inches below the top of the frame, or the painting. This will hide the gallery’s sliding hook behind the painting, and also allow the painting to hang flat against the wall.
- Framing is not mandatory, but unframed paintings should be back-stapled, and be ready to hang on our gallery hanging system (wires with hooks).



- This is what the gallery hook looks like. (This particular one is holding up a fishing line attached to a fabric hanging.)
- **The photo below is a GOOD example of what is wanted.** The D-ring attachment may be replaced with an eye screw, but the D-ring is better for a larger piece, and is less liable to damage your buyer’s wall.



- The **two photos below are examples of what will NOT be accepted.** Neither will work with the new wire hanging system.



#### **WHAT:**

##### **Insurance**

- Please note that CAG does NOT provide any insurance against loss or damage to any artwork. If coverage is desired, you will have to arrange this with your own insurance provider.

##### **Picking up Your Artwork**

- Any unsold artwork **MUST** be picked up on the closing date of the exhibition. This is normally a Tuesday, and artwork should be picked up between 4-5

- Artwork that is not picked up not only creates extra work for the Gallery Directors, but also, there is no assurance for the safety of artwork. There is risk of damage to, or disappearance of, your artwork.
- Artwork that is not picked up will normally be placed in the storage room. The gallery is closed between the Tuesday pickup and the Saturday opening of the following exhibition.

#### **Sold Artwork**

- The Treasurer will issue you an e-transfer as soon as possible after the buyer's payment is confirmed. The amount will be for the selling price, minus a 25% commission, which is retained by CAG. If payment by cheque is preferred it will be placed in an envelope with your name on it, and placed in the wooden box on the sitter's desk in the gallery, for pickup.