

# Exhibition Guidelines for SAPG Show and Sale

## General Guidelines

- Exhibitors are restricted to current, paid members in good standing of the SAPG.
- Artwork shown must be new or recent work (within the current year) and **not** previously shown at a SAPG Spring or Fall Show and Sale.
- Artwork must be “Gallery Ready” (suitably framed/ carefully painted edges and must be ready for hanging). Damaged, unsound, or ill fitting items will not be accepted.
- Exhibition boards are allocated **randomly** and are **not subject to change** for any individual.
- Exhibitors are **guaranteed** one exhibition board (unless we are oversubscribed). Second and third boards will be allocated as space allows and an additional charge will be applied per board.
- Oversized paintings (wider than 3’) may be required to be displayed on a wall.
- Only artist statements, paintings and business cards are to be displayed on the boards. No personal publicity is allowed.
- Individual artists may not display more than one NSF (not for sale) painting.
- The Price of paintings are determined by the artist and prices are not negotiable at the event.
- Only **original work** may be shown as per **Canadian Copyright for the Visual Artist Copyright Act** (information is available on the government of Canada's website):
  - Original art defined as: created directly and personally by a SAPG artist; not a copy, imitation or likeness that is substantially reproduced and recognizable of another artist's work.
  - Class work (unless your own unique creation) and work generated from photography of others must have **proper permissions**.
  - Artists found contravening copyright rules will have their paintings taken down immediately. The artist may then be required to have their paintings juried by a panel prior to entering any future shows with the SAPG.

## Exhibiting Artists' Responsibilities

- Read and **comply** with Exhibition Guidelines.
- **Volunteer** for TWO shifts in order to be eligible to exhibit.( a 3rd shift may be required for artists with 3 or more boards)
- Provide any required fee upon submission of completed form.
- Provide an electronic version of artist's statement (optional) and accurately completed submission form by posted deadlines.
- Invite at least ten people using the evite provided.
- Ensure your artwork will fit on your allocated boards in an aesthetically pleasing manner. Exhibition space is roughly the top half of the boards. Oversize paintings (larger than 3' wide) may be assigned a wall space, depending on availability.
- Deliver and hang your work **BETWEEN 5:00 – 7:00PM on the THURSDAY prior to the opening,**
- **Sign in** your work when you arrive and pick up package (labels, etc)
- Leave your work on display **until 4 pm** on Sunday (unless otherwise specified by the

- Show Co-ordinator). Take-down starts at **4:01 pm**. No exceptions.
- **Clean up** after the show. No artwork will be signed out until clean up is complete.
  - **Sign out** your works before leaving. If someone is picking up your work, they must also sign you out.
  - **Remove** your artwork after the show. Artwork left behind will be left on-site. The SAPG will not be responsible for removal or storage of any artworks.

### **Framing Rules:**

- Only D Rings and Wires are allowed. No Saw Tooth, Velcro or anything else will be allowed to hang any paintings, no exceptions. The reason for this is because other hanging systems (especially velcro) damage the cloth on the boards which are very expensive to replace.
- Bumpers must be put on the bottom 2 corners of all oil paintings and all non-framed canvasses. The City requires that any possibility of paint rubbing off onto the brick walls be eliminated. Bumpers will also prevent the possibility of paint rubbing off onto our new carpeted exhibition panels.
- No cracked or chipped glass, broken frames or paintings falling out of frames will be accepted.
- Canvases must be painted on the outside edges if they do not have a frame.
- No Wet Paint or varnish will be accepted.
- Paintings not meeting the above guidelines will not be hung!

## **SAPG Responsibilities**

- Coordinate publicity, printing and mailing of general invitations, allocate display boards, and set up of boards and tables for the show.
- Provide a binder/label of exhibitor statements, as well as 2 sets of labels for the work.
- Provide cables and hooks for hanging as well as business card holders.
- Document sales of paintings and wrap paintings for distribution.
- Prepare and mail commission cheques to exhibitors within 30 days of the sale.

### **Submission Forms And Dates:**

- Complete Painting Particulars on the web, if you do not have access to a computer manually submit Particulars to the Shows Data Team
- The Code number is the first three letters of your surname then the first letter of your first name, plus 1, 2, or 3, etc.,

- For Example: Dorothy Jones would be JOND-1, JOND-2 etc...
- Deadlines for Registration, Painting Particulars and Bio's will be announced at the general meetings and placed in the minutes.
- If you have no access to a computer please contact the Director of the show for help.

### **When a Painting Sells:**

- A 25% commission on paintings sold will be retained by the SAPG.
- All paintings sold will be marked with a red dot. The Guild prefers to display ALL the paintings until the end of the show. Buyers may pick up their purchased works at 4:00 pm on Sunday. In some circumstances, purchases may be released earlier.
- The SAPG will handle all sales, whether by cash, cheque or credit. Cheques should be made payable to the "St. Albert Painters' Guild." Purchases made by cheque or credit require proper identification and verification. No post dated cheques will be accepted.

**The Guild is not responsible for any loss or damage to the artwork.**