

## **Guidelines for Main Gallery Exhibition Submissions**

*These guidelines and requirements are provided not only to facilitate the gallery's selection process, but also to help submit a proposal that presents your work, your accomplishments and your objectives most effectively.*

**Open Submission Call:** Proposals and submissions for solo and group exhibitions are accepted annually between January 1<sup>st</sup> and March 30<sup>th</sup> for the following calendar year.

**Selection by Jury:** A jury of six people, serving for alternate two year terms, is appointed by the Board of Directors. The jury comprises two directors, two members of the community at large and two artists (not qualified to submit a proposal during their term on the jury).

**Submission Requirements:** Please note that the Gallery can only accept complete submissions. Your exhibition proposal must include

1. The completed **Submission Form** which follows this guideline and supplies vital contact and proposal information.
2. **Curriculum Vitae** including education, exhibition history, teaching or other experience related to your art; scholarships and awards.
3. **Published Reviews** or articles relating to your work.
4. **Artist's Statement** describing the focus of your objectives, your recent work and the work you are proposing to exhibit.
5. **Images** *Do not submit original artwork.* Please provide between 10 and 20 images of your artwork in digital format or photos. Digital images on a CD are preferred. Files must be jpeg format with a resolution of greater than 300 dpi, clearly identified. Photographs must be high quality, at least 5" x 7" and labelled. *Discs and photographs will only be returned if you provide a self-addressed and stamped envelope or arrange to pick your material up from the gallery directly.*
6. **Image lists and labels** must include artist's name, title of work, medium, orientation and dimensions of original work and year of completion.

### **Delivery and Return of Submission Packages:**

**In Person** to 201– 287 Gower Point Road, Gibsons Landing  
Thursdays through Mondays from noon to 4:00 p.m.  
*Note – the Gallery is closed on Tuesdays and Wednesdays.*

**By Mail** to  
Gibsons Public Art Gallery  
PO Box 1576, Gibsons, BC  
V0N 1V0                      *Attn: Submissions*

Please complete this form and include it with your submission.

Date: day \_\_\_\_\_ mo. \_\_\_\_\_ yr. \_\_\_\_\_

<i>For Gallery Use</i>
Date Received _____
GPAG Membership # _____
Date advised of Jury decision _____
Follow-up _____
_____
Date images returned - by mail <input type="checkbox"/>
_____ - picked up <input type="checkbox"/>

**Artist Submission Form form** (check one)

- annual main gallery submission call for 20 \_\_\_\_
- special exhibition/event submission call \_\_\_\_\_
- programme/event proposal

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Title of proposed exhibition and/or brief description of proposed event:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*All artists who make submissions will be advised of the jury's decisions as soon as possible after the Curatorial Jury team members meet.*

*An artist chosen to have an exhibition at GPAG must be a gallery member.*

*The Gallery will treat all submissions with care, however the GPAG does not assume responsibility for lost or damaged submission entries.*

*Submission packages will be returned if a stamped, self-addressed envelope is enclosed with the submission. If submissions are not picked up within 30 days of notification from the Gallery, the submission may not be kept, due to storage limits.*

*An artist must sign the Member Artist/ Gallery Contract prior to the exhibition.*

**Contractual Agreements for works accepted for Exhibition:**

1. Each artist accepted for an exhibition will be advised of the time frame or deadline for delivery of work to the Gallery
2. All works must be presented ready for installation, in a manner appropriate to Gallery Exhibition standards. Any unusual installation instructions or requests must be made known to the Gallery at the time the work is delivered.
3. Each artist accepted for an Exhibition at GPAG will be required to accept the terms of the Artist-Gallery Contract, list works on the consignment sheet, and sign a waiver absolving the Gallery, its Board of Directors, staff and volunteers of any liability.
4. The Gallery is secured by a monitored alarm system. Every precaution is taken to ensure the safety of exhibited works; however, artists are advised that at this time the Gallery does not provide insurance coverage on works of art.
5. Exhibited works may be sold, and the GPAG will accept payment on behalf of the artist. However, artworks may not be removed before the end of an exhibition.
6. Packing of artworks and shipping costs related to sales of art are the responsibility of the artist.
7. The Gallery currently does not pay CARFAC fees, but is working to raise money through sponsorships and donations to make this possible.