

GUIDELINES FOR GALLERY EXHIBITION SUBMISSIONS

Open Submission Call: Proposals and submission for solo and group exhibitions are accepted annually between January 1st and March 31st 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 Board 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 the 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 no more than 10 to 20 images of your artwork in digital format or photos. Digital images can be submitted on a , USB drive only . Files must be jpeg format with a high resolution (300 ppi) and clearly identified and labeled. Printed photographs must be of high quality, at least 5" x 7" and labeled. USB drives and photographs can be returned. Please provide a stamped and self-addressed envelope or arrange to pick up your material directly from the Gallery.
6. **Image List**, including the artist's name, title of each work, medium, orientation (clearly indicating the height and width) of the original work and the year of its completion.

Delivery and Return of Submission Packages

In Person: 431 Marine Drive, Gibsons, BC V0N 1V0
Thursdays through Mondays from 11 AM to 4:00 PM.
Note - The Gallery is closed Tuesdays and Wednesdays.

By Mail:
Gibsons Public Art Gallery
Attention: Submissions
431 Marine Drive P.O. Box 1576
Gibsons, British Columbia V0N 1V0 Canada

SUMMARY OF EXPECTATIONS FOR WORKS ACCEPTED FOR EXHIBITION:

1. Each artist accepted for an exhibition will be advised as soon as possible as to the specific details planned for his/her exhibition including opening, reception and installation dates. The artist will also be kept informed about any concurrent exhibits or activities planned during the exhibition period.
2. All works exhibited should be reflective of the vision contained in the submission material. They must be presented ready for installation, in a manner appropriate to the exhibition standards of the Gallery. Any unusual installation instructions or requests must be made known to the Gallery at least two months prior to the installation date.
3. Each artist accepted for an exhibition at GPAG will be required to accept the terms of the Artist-Gallery Contract, which includes Gallery membership requirements, and to sign a waiver absolving the Gallery, its Board of Directors, staff and volunteers of any liability.
4. Each artist accepted for an exhibition and has signed the Artist-Gallery Contract is required to complete and return a Consignment Sheet, at least two months prior to the installation date, which will list all the artworks to be exhibited as well as their sale price.
5. 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 the Gallery does not provide insurance coverage on works of art.
6. GPAG will accept payment on behalf of the artist for any artworks sold during the exhibition. Artworks sold may not be removed before the end of an exhibition. The Gallery will receive a 30% commission on all works sold during the exhibition.
7. Packing of artworks and shipping costs related to the delivery and removal of artwork for the exhibition is the responsibility of the artist. The same applies to any artwork sold during the exhibition.

Gibsons Public Art Gallery

431 Marine Drive, P.O. Box 1576

Gibsons, BC V0N 1V0

Tel: 604-886-0531

info@gpag.ca

www.gpag.ca

Please complete this form and include it with your submission.

Date: day _____ month _____ year _____

ARTIST SUBMISSION FORM (check all that apply)

- annual gallery submission call for year 2019
 - Main Gallery
 - Eve Smart Gallery
- 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:

What proportion of the exhibition will be for sale: _____ %
Will you present an artist's talk or demonstration: Yes _____ No _____

All artists who make submissions will be advised of the Jury's decisions as soon as possible after the Jury team prepares its assessment and the Board completes its Exhibition Schedule.

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.

USB stick or photos 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.

Return submission package Yes _____ No _____

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

Artist Signature:

Date:
