



## HEADWATERS ARTS OPEN MEMBER SHOW Guidelines

### MISSION

- To exhibit and promote the work of Headwaters Arts Member Artists.
- To encourage member artists to be actively involved in the Headwaters Arts organization.

As it is the sole year-around activity of Headwaters Arts, our aim is to make a significant contribution to the overall funds of Headwaters Arts through the sale of artwork.

Our Mission will be accomplished through a variety of activities:

- **Open Shows** - open to any member artists who comply with the theme and are juried by the Gallery Committee.
- **Proposal Shows** – a private show proposed by one or more-member artists and juried by the Gallery Committee.
- **Secondary Exhibitions** in collaboration with the Management of The Millcroft Inn and other local establishments as the opportunities arise.

### JURIED SUBMISSION INFORMATION

#### Contact Information:

Loni Griffin: 519-943-1149 or by email: [info@headwatersarts.org](mailto:info@headwatersarts.org)

Note that for inquiries, the gallery is staffed by the coordinator on **Wednesdays and Thursdays**.

Gallery Chair: Vacant position

#### Eligibility:

The Open Show is open to any member submitting original works of art completed within the last two years. (No copies of paintings, photographs, illustrations or works which have been demonstrated by instructors will be allowed). This includes work undertaken with instruction. The Headwaters Arts Gallery is eager to receive a wide range of work with the qualification being that the artwork is of high quality and one of a kind. Artists from all disciplines are encouraged to submit. New works are encouraged, with the only restriction being that that piece cannot be shown again in the Gallery within a 12-month time frame.

To encourage and enable exhibitions in the Gallery by as many artists as possible, no artist may participate in more than two consecutive shows, unless expressly approved by the Gallery Committee.

**Note that works must be for sale!!**

#### Medium:

Open Shows accept all types of media applications including traditional painting, print making, digital/new media, photography, sculpture, drawing, installation art, fibre art, etc. Three-dimensional work includes but is not limited to fibre, glass, pottery, metal works and wood turning.



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### Jurying:

- Art submitted to the Headwaters Arts Gallery will be juried by Gallery Committee members. The decision of the Committee is final. All applicants will be notified of jury's decision, via email.
- Acceptance for each show will be based on the specific show theme. Artwork will be curated based on representation of that theme whether it is by colour, literal interpretation or creative composites.
- Artwork submitted for jurying must be original (no copies of paintings, photographs, illustrations or works which have been demonstrated on by instructors will be allowed. This includes work undertaken with instruction) finished and ready to show. Conceptual drawings of "work still in progress" will be not accepted.

**Fees:** At the present time there are no fees to participate in member open shows.

### How many works can I submit?

- You can submit up to 5 pieces for jurying unless stated otherwise. Please keep in mind that the number of works accepted will be limited to the size of work and available gallery space.

### 2D Artwork:

- To equitably accommodate our many members, the sum of any submitted work by an individual artist cannot be larger than 60" total in width, with a maximum of five pieces fitting within that dimension. For example: one piece 60" (across), two pieces at 30" (across) or five pieces that measure across together not exceeding 60".
- To maintain the integrity of the exhibits as a whole, all canvases, and cradled panels are to have finished sides either in a solid colour or the artwork extended around the frame.
- We recommend the use of gallery depth (1.5") canvases or panels as this has become the standard in many venues.

### 3D Artwork:

- 3D artists will share two large glass display shelves that provide a total space to fill of 17 inches in depth, 33 inches in length and 19 inches in height plus pedestals or may be free-standing as applicable.

\*Jewellery pieces are limited to semi-precious stones and metals. Please provide display stands/materials . Please note that secure display cases are not available.



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### How to Submit:

We are using **Jotform.com** to manage our submissions. This is an online service that uses a form we created to collect the information we need and *requires you to upload your images at the same time*. It will allow you to enter all the information including your artist statement (up to 1000 characters) and also to upload your images. Please ensure that your information (Title, Medium, Size and Price) is complete and accurate when you enter it. This information is used to create the gallery labels, populate our payment system and is dispersed to many HA committees after submission and we cannot guarantee the accuracy of your data if it is subsequently changed. **Note that you should complete the online form on the device where your images are stored so that they will be available when completing the form.**

- There will be a link to the specific form with the Call to Artists. Please do not use an old link from a previous show!
- Information required when you do your submission will be your name and address, email, phone, titles, sizes (HxWxD in inches, not centimetres), medium, price, artist statement (one per show, not per piece) and images.
- Art images should be in the form of jpegs. The jpegs should be 1024 pixels on the largest dimension. The file size per artwork must be less than 1.5 MB or 1500 KB.

**For tips on resizing artwork for submissions (on a phone) follow this link: [How to Resize Your Photos](#)**

- Each Jpeg file must include the artist's name, underscore, title, underscore, medium, underscore and size (height by width by depth) in inches.  
For example: **JohnSmith\_TheShadowsofSummer\_36x30x1.5.jpg**

**Images that have not been renamed will no longer be considered in the jurying process.**

For tips on how to rename your images follow this helpful link: [Renaming Image Files](#)

**Note:** Images must be cropped. They must not include any object or item other than the artwork (no carpet, fingers or grass). Failure to submit in the proper fashion may result in disqualification from the jury process.

After you have entered all your information and pressed submit, you will receive a confirmation thank you screen and you will receive a copy of the submission form by email for your records. Please retain this record and if accepted into the show, please use it for completing your consignment form to ensure consistency in the information provided to the gallery.

### Sales:

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- **Once accepted, the artist agrees not to withdraw their work from the show.** Once artworks have been accepted, the marketing wheels begin to turn and images have been sent out to create posters, social media posts, news releases, etc. So if pieces are subsequently withdrawn there can be unnecessary expenses incurred by Headwaters Arts.
- **All juried works must be for sale.** Artists should be prepared to replace work when sold if available.
- The Headwaters Art gallery receives 35% commission for works sold during the dates of the show and for a period of three months after the Show if the contact was made during that Show. An honour system prevails.  
**Should you receive inquiries regarding works that are hung in the Headwaters Gallery, you may direct clients to the Headwaters Arts website for purchase. Failure to do this causes all kinds of complications for both of us.**
- HST will be applied to all sales.
- Bubble wrap, tissue paper, tape and gift bags will be available at the Gallery reception desk for use during all shows.

### Take In Labels:

The artwork for take-in must have two labels affixed. The BACK label must be affixed to the BACK lower left corner of the work or bottom for 3D and the FRONT label must be affixed to the Front bottom right corner of the work. Please print page 6 and complete accordingly. The front label will be removed once the work is hung and a permanent label is placed on the wall next to the work in the Gallery.

### Hanging:

All work requiring hanging must be equipped with proper wire for hanging and the wire securely fastened. The wire must be placed so that the art does not lean out from the wall. D-Rings should be placed on the back of the frame  $\frac{1}{4}$  to  $\frac{1}{3}$  of the way down but not more than 6" down from the top of the frame. When the wire is in its hung position it should be at least 3" down from the top of the frame thus ensuring that the hanging hook is not visible above the frame. NO saw-tooth hangers or works directly hung by d-rings will be accepted.

All artwork will be inspected during take-in. Wet paintings, faulty or poorly wired frames, will not be accepted for entry unless corrected.

### Gallery Sitting:

All accepted artists are required to commit to time for sitting the Gallery. We have paid staff in the gallery on Wednesday and Thursday but volunteers are required Friday through Sunday and holiday Mondays. We are using **signup.com** to manage scheduling of gallery sitting.

The number of shifts requiring gallery sitting will depend on the number of artists in the show. Typically, this is two to three- 3.5 hour shifts (Fri-Sun). This schedule will be emailed to all participants by HA staff (or signup.com will send you reminders). If there are any changes to your scheduled time, it is **your** responsibility to find a replacement (preferably someone else that is in the show) and notify the staff at the Gallery 24 hours before your scheduled time. If you are unable to find a replacement, the HA staff may be able to find someone for you, there will be a charge of \$16.00 per hour.

### Marketing Materials:



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- By submitting artwork, the artist agrees to allow HA the right to use their images for promotional purposes.
- All participating artists may receive hand-out materials (digital only during covid) to promote the Show. An electronic version will also be made available. Everybody is encouraged to publicize the Show, the more clients and potential buyers that attend the Opening and the show itself is advantageous to all.
- Headwaters Arts will forward press releases to our local media contacts.

### Opening:

- The standard Opening is on the first Saturday of the Show
- You will be asked to contribute something (mini wraps, cheese and crackers, antipasto, shrimp ring, vegetable/fruit trays, sparkling water, juice, etc).

### Insurance:

Participating artists are solely responsible for insurance for their art. The Headwaters Arts Gallery is insured for public liability and all reasonable care will be taken with artwork. Neither Headwaters Arts nor the volunteers may be held responsible for lost, stolen or damaged pieces. All items are the responsibility of the artist. Artists are strongly advised to provide their own insurance for their artwork while on display in the gallery. Artists are responsible for any damage caused by faulty hanging methods.

### Special Note:

On occasion the Gallery will be used for receptions by outside parties. If necessary, work will be moved and stored in a safe location for the duration then returned to its original place by event staff. The gallery will also be monitored by event staff during this time.



## HEADWATERS ARTS OPEN MEMBER SHOW Guidelines

### Back and Front Labels

Name	Name:
Title:	Title:
Medium:	Medium:
Size:	Size:

Name:	Name:
Title:	Title:
Medium:	Medium:
Size:	Size:

Name:	Name:
Title:	Title:
Medium:	Medium:
Size:	Size:

Name:	Name:
Title:	Title:
Medium:	Medium:
Size:	Size:

Name:	Name:
Title:	Title:
Medium:	Medium:
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