2027 Headwaters Arts Proposal Show Guidelines

Proposal Shows – a private show proposed by one and/or more **member** artists and juried by the Gallery Committee.

Headwaters Arts offers to its members up to four time slots per year for solo or group shows. The time slots for next year, 2027, are as follows: (Please note these dates are approximate and are subject to change.)

1. **Apr 21 - May 24 (includes Holiday Monday)**
2. **June 30 - August 2 (includes Holiday Monday)**
3. **Oct 6 - Nov 7**

Eligibility:

The Proposal Show is open to any member(s) submitting original works of art. All participating artists must be members. (No copies of paintings, photographs, illustrations or works which have been demonstrated by instructors will be allowed). 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 pieces cannot be nor have been shown in the Gallery within a 12-month time frame.

Medium:

Proposal Shows accept all types of medium applications including traditional painting, print making, digital/new media, photography, sculpture, drawing, installation art, fibre art, etc. Three-dimensional works include but are not limited to wood turning, fibre, pottery and metal works. Please note that due to Alton Mill restrictions, jewellery pieces are limited to semi-precious stones and metals (silver is allowed, but no gold). Secure display cases are not available. It is recommended that 2-dimensional artists consider a 3-dimensional element to balance out the show.

Jurying:

Proposals submitted will be juried by the Headwaters Arts Gallery Committee. The decision of the Committee is final. All applicants will be notified of jury's decision, via email. Jurying and acceptance for each proposal will be based on quality, content and presentation.

Proposal Show Fees (upon acceptance; no fee to apply):

The fee for a Proposal Show is **$600 plus HST**. This is to cover the cost of use of the Gallery space. A $100 deposit is required **upon acceptance** and is non-refundable in the case of forfeiture. This fee can be paid by cash, cheque made payable to Headwaters Arts, Visa, MasterCard or Debit. A further $200 must be paid 3 months prior to the show and the remaining $300 2 weeks prior to setup. Accepted proposals will be invoiced upon acceptance.

Marketing:

Artists are responsible for creating their own rack cards and posters. Headwaters Arts will require a graphic image (5:4 orientation) in JPEG format (lo-resolution) for use in promotions on the website and on social media. These should be available a minimum of 2 weeks prior to opening. Please forward to info@headwatersarts.org.

Headwaters Arts will promote the proposal show on its social media accounts however artists are encouraged to do their own promoting as well.

Headwaters Arts Marketing and Communication will work with you to create a Press Release and forward to our local media contacts.

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.

Sales:

- Final images and artwork details will be submitted to Headwaters Arts via a Jotform inventory list no later than 1 week prior to the show opening. This will ensure that wall labels are ready and the SQUARE payment system is populated and ready to process sales on opening day.
- All artwork must be for sale.
- Artists should be prepared to replace work when sold.
- Headwaters Arts receives 35% commission for works sold during the dates of the show and for a period of two months after the Show if the contact was made during that Show. An honour system prevails. In the event that the artists have also listed their art for sale online and it is sold during the duration of the show, an honour system prevails to submit the commission to HA.
- HST will be applied to all sales.

- Bubble wrap, tissue paper, tape and gift bags are available at the Gallery reception desk for wrapping sold items during the show.

Set Up:

The Gallery will be clean when you begin set-up but please sweep and dust the Gallery on a regular basis and following your Show so that the next group can begin their set up with a clean space.

The Gallery has an inventory of the following for your use: one large easel, 9 wall grids, 2 large glass display cases, 3 medium glass display cases, a number of plinths, as well as hanging wires, zip hooks and use of tools.

The card rack in the gallery is for the use of Headwaters Arts. Headwaters Arts will have members' cards for sale during all shows and is not to be altered.

Should proposal show artists wish to sell cards as part of their show, they must provide their own display for that purpose.

Hanging:

Please arrange with gallery staff to have the mill opened on the day of hanging (either the Monday (preferably) or Tuesday before the first day of the show). You will be responsible for the hanging of your show. If you need assistance, please ask.

All work requiring hanging must be suitably equipped with a wire for hanging. The wire (braided galvanized, stainless steel or vinyl coated) 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 ¼ to 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. Do not use saw-tooth hangers. They will not work with the hanging system.

Note that the existing hanging system must be used on the walls. **No nails may be put into the walls**.

ARTISTS WILL BE RESPONSIBLE FOR ANY DAMAGE CAUSED BY FAULTY OR FAILED HANGING EQUIPMENT.

Opening Reception:

The standard Opening Reception is on the first Saturday of the Show from 1:00 – 4:00 pm. **The Alton Mill requests that receptions to not take place later than 4 pm due to parking concerns when there are weddings.**

You are responsible for food, drink, tablecloths, glasses, napkins, toothpicks, etc. Please ensure that the food and its presentation are appropriate to maintain the Gallery image. (Mini-wraps, cheese and crackers, antipasto, shrimp ring, vegetable tray, fruit, sparkling water, juices, etc.)

You are responsible for clean-up afterward.

Insurance:

The Headwaters Arts Gallery is insured for public liability and all reasonable care will be taken with artwork. Neither Headwaters Arts nor the volunteers will be held responsible for lost, stolen or damaged pieces.

Participating artists are solely responsible for insurance for their art. Artists are strongly advised to provide their own insurance for their artwork while on display in the gallery.

Gallery Sitting:

Artists in a proposal show are responsible for covering their respective show between the hours of 10:00 am to 5:00 pm on Saturdays, Sundays and Statutory Holidays. It is proven that customers like to meet the artists and more sales occur when the artists are present to make a connection and help the viewers understand the process of the work. Therefore artists are encouraged to engage potential customers, talk about the art and the artist(s) in the show to increase sales.

Submission Process:

Submission deadline is Midnight on December 13, 2026

Headwaters Arts is using Jotform, an online platform, for collecting submissions. To submit an application, please click the link below and complete all the requested information fields. The form will request the primary contact name, the show title and description/theme, the participating artists if there are others with you and the preferred date(s) for the show. Applicants will be required to upload images from each of the participating artists. The images must be resized and appropriately named as described below.

Art images are to be uploaded in the form of jpegs. The jpegs should be 1024 pixels on the largest dimension, at 300 dpi. Maximum file size 2 MB. Each jpeg must include the artist's name, underscore, title, underscore, size (height by width) in **inches**, underscore,medium, underscore year. For example: WayneGretzky_TheShadowsofSummer_36x30_oil_2021.jpg .

Note: Images must be cropped. They must not include any object or item other than the artwork (no carpet, fingers or grass). Use your discretion with 3D work! Failure to submit in the proper fashion may result in disqualification from the jury process.

Submission Form Link: https://form.jotform.com/223035895055054

Inventory to be included in the show:

2 weeks prior to the show opening, artists will be sent an inventory form (Jotform) for completion. This form will be used by the gallery coordinator to create gallery labels, enter the artwork into our SQUARE payment system as well as make the artwork available online if desired. The final images (of the pieces in the show) uploaded at this time will be used by our marketing department on our social media platforms.

Headwaters will also require artist statements to be submitted on the above Jotform.

Take Down :

Take down will take place at 5 pm on the last day of the show. Please note that all Proposal Show inventory and display stand/materials must be removed upon take down . There are no storage facilities.

Please leave the gallery in the same state as which you found it, including the movement of furniture, plinths, etc.