

## **JASPER ART GALLERY SUBMISSION GUIDELINES**

*\*Only Full Members of the Jasper Artist Guild have the privilege to submit artwork to the Jasper Art Gallery. A full membership requires approval from the Adjudication Committee after review of an art portfolio. See our website for all the details.*

### **ARTWORK SUBMISSION CRITERIA**

#### **ORIGINAL WORKS**

All artwork submitted to the Jasper Artists Guild (JAG) for exhibition must be original work derived from the artist's own imagination, sketches or photographs, unless permission for the use of someone else's reference materials has been obtained beforehand, and as long as an original work has been created from this reference material.

Original artwork means it is original in concept, execution and source materials. Research and reference materials from other sources may be used as long as NEW work is created from the reference.

#### **ACCEPTABLE WORKS**

JAG currently accepts only 2-dimensional artwork for display in the Jasper Art Gallery. Any multi-media work that is acceptable to the Curators must be presented in a 2-D format (e.g., fabric arts mounted to a flat surface and then framed).

Acceptable 2-dimensional artworks include paintings, drawings, photographs, multimedia pieces, prints and cards.

Matted, unframed work must state on the display card if it is an original or a print.

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Prints are acceptable providing:

- Display cards identify the image as a PRINT and include the identifying number if it is part of a limited-edition series.

Cards are acceptable and are handled as follows:

- A maximum of 5 cards of any one image are submitted at one time;
- Cards are placed in the Gallery office on the desk (NOT on immediate display);
- Cards must be accompanied by an invoice that identifies the artist, number of cards submitted, date, a unique invoice number, total price;
- Cards are sold directly to JAG by the artist at \$4 per card (and are resold at \$6 per card in the Gallery); there is no commission on card sales - artists will receive a cheque for their cards upon submission and acceptance of a completed invoice; and
- Any one invoice is not to exceed \$160 in value (or 40 cards).

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## GENERAL HANGING GUIDELINES

When bringing new artwork for display in the Gallery, you must:

- Tag your work with a temporary display card with your name, title of the work, medium, size\* and price, all clearly written and affixed to the back of the work with masking or low tack tape (an official Gallery display card will be made by the Jasper Art Gallery Coordinators);

\*The size of a piece of artwork is measured in inches, from outside edge to outside edge, including any mat and/or frame.

- Record your submission in the Consignment Binder at the Gallery sales desk; and
- Store your artwork in the storage room downstairs.
- If you want your piece displayed outside of the Gallery, place it on the External Venues shelf in the storage room.

PLEASE DO NOT HANG YOUR ARTWORK YOURSELF! All work must be approved for hanging by JAG Curators prior to display\* (see Curating and Hanging Protocols below).

The Curators may, at their discretion, refuse to hang any artwork that is not considered technically reliable for professional display purposes.

Insurance - There is no insurance coverage for works exhibited outside of the Gallery. All artwork submitted for display at external venues (i.e., outside of the Jasper Art Gallery) are submitted at the artist's own risk. JAG will take every reasonable measure to protect the artwork, but cannot be held responsible for any loss or damage that may occur.

## FRAMING AND DISPLAY STANDARDS

Paintings must be completely dry.

For Framed Artwork:

- Hanging wires must be used (not string or cord or any substitution);
- Wires must be secured with screw eyes or D-rings secured to the frame approximately 1/4 to 1/3 of the way down the painting;
- Sawtooth hangers and 'Glass and clip' frames are strongly discouraged as they are not compatible with our hanging system and do not allow for the more professional wire hanging system; and
- Frames must be professional in appearance - homemade-looking or 'rustic' frames are not permitted.

For Unframed Artwork:

- Matted artwork must be presented in a professional manner, with appropriate backing such as foam core or mat board, NOT cardboard, and protected with an appropriate wrap, such as cellophane or shrink wrapping, to prevent damage; and
- Canvases must have their sides painted, preferably with a solid colour, though wraparound imagery is acceptable (e.g., for photographic prints and abstract works; wrap-around painting is not recommended for landscape images).

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## **CURATING AND HANGING PROTOCOLS**

- An artist may consign up to five original works to the Gallery at one time for display. These must be stored in your personal slot in the storage area and/or the External Venues Shelf.
- A member's number of displayed works may vary, as the display areas are modified.
- Hanging of all artwork is at the discretion of the Curators\*. Please respect their decisions.
- The Curators may rotate each member's work on a weekly to monthly basis, as best suits the Curators' decisions regarding placement.
- The Curators will adhere to these Guidelines to the best of their abilities, while maintaining the aesthetic integrity of the Gallery.
- All display fixtures (bins, plinths, easels) will be provided by JAG and ONLY these will be used to display artwork, unless otherwise approved by the Curators.
- Respect each others' artworks: NO placing of artwork in front of another's; NO removing of another artist's work during a shift.
- Volunteer Gallery Attendants can display one extra work during their shift on a JAG easel outside the Gallery's sliding glass doors OR on the sales desk.

\*Artwork can be hung by a Volunteer Gallery Attendant to fill a vacant spot following a sale. Please choose an appropriate piece from the shelves in the storage room. Please care for the artwork of others as if it was your own 😊.

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### DURATION OF DISPLAY

Artwork submitted to JAG will be displayed:

- for a maximum of one year in the Upper Level of the Gallery; and
- for a maximum of two years in the Gallery overall.

Artwork submitted to JAG for display at external venues will be on display for the duration of time considered appropriate, at the discretion of the Curator for that site.

**THANK YOU for Helping to Keep JAG Amazing!**