

## 2020 MEMBER'S SALON SHOW & SALE

**Please read the guidelines carefully, as they may have changed. Over one-hundred people all deliver their work in four hours, so everyone must follow the guidelines to avoid frustration, conflict and delays.**

The Art Gallery of Regina is a non-profit, public gallery and a registered charity. The annual Salon Show & Sale is a fundraiser for the gallery and an exciting opportunity for our members to show and sell their work. Thank you for supporting the Art Gallery of Regina and for making this event a success!

### ENTRY GUIDELINES

#### 1. EVENT INFORMATION

Show and Sale dates: March 4 – April 9, 2020

Submission deadline: February 14, 2020

Delivery deadline: February 28, 2020

Opening reception: March 14, 2–4 PM

The opening reception is an opportunity for your family and friends to see your work included in the show, meet other gallery members, celebrate your creative production and purchase a work of art.

#### 2. WHO CAN SUBMIT

Submissions are open to anyone with an up-to-date Art Gallery of Regina membership.

To purchase or renew your AGR membership, visit <https://www.artgalleryofregina.ca/join-us-today> or call 306-522-5940.

#### 3. WHAT IS ACCEPTED

All works must be **original**. Copies or reproductions will be **not** be accepted, including reproductions such as electronic reproductions, giclee prints or photographs of paintings. We distinguish between reproductions and artworks in media such as photography, digital art or fine art prints (i.e. lithographs, linocuts, etchings, silkscreen prints) where each multiple is an original work of art.

#### 4. WORKS FOR SALE

All work must be for sale and available for the full duration of the Salon Show & Sale.

**Minimum price: \$15** (including works-on-paper)

**Maximum price: \$800**

You are participating in a gallery fundraising event; consider the saleability of your work when selecting the pieces you are submitting. **The Art Gallery of Regina retains 30% of sales;** consider this when pricing your work.

You may choose to dedicate a more substantial portion of sales proceeds to the gallery on your inventory form.

In recognition of your generous donation, the Art Gallery of Regina issues charitable receipts for the portion of sales from your work directed to the gallery.

The Art Gallery of Regina handles all sales.

Do not submit work that you may need for another sale or exhibition during the Salon Show & Sale dates. Both the buyer of the work as well as the AGR are put in an awkward position if the work is removed before the end of the exhibition.

## 5. ENTRY LIMIT

Two (2) wall-mounted works

- not to exceed 40" in any dimension
- not to exceed 15 lbs in total weight
- Multipiece work such as diptychs or triptychs will only be accepted when the pieces permanently adjoined.

AND

Three (3) works for display on a pedestal

- three-dimensional sculpture must not exceed 25" in any direction
- three-dimensional sculpture must be able to be displayed on a plinth
- three-dimensional sculpture should not be unreasonably heavy (a single person should be able to lift it easily)
- **Potters & jewellers may enter six (6) items** (if not submitting 2D works)

AND

Three (3) unframed **original** works on paper for the unframed works-on-paper bin

- unframed works on paper may include prints (i.e. linocuts, etchings), original photographs and drawings.
- wrap unframed works on paper in protective plastic and back with a stiff ground such as cardboard
- label works with the artist's name, *title*, date, medium, and price on the back outside of the packaging.
- Maximum size: 22" x 30"
- reproductions (including giclee prints or photographs of your work) will not be accepted.

## 6. CONDITION & PREPARATION

Work must be in sellable condition: do not submit damaged work, warped canvases, work with bent frames, smudged or dirty glass, or any work that you do not wish to sell.

Two-dimensional wall work must be ready to be hung per the following guidelines:

- each piece should require only one nail for hanging
- each piece must be equipped with a hanging wire securely attached to the stretcher or frame with D rings. (See attached diagrams or visit <https://www.wikihow.com/Hang-Artwork-with-Wire>)

Volunteers install the Salon Show & Sale in a short period; therefore, the gallery cannot accept pieces that are not ready for display and do not adhere to these guidelines.

## 7. ACCOMPANYING INFORMATION

All works must be labelled.

Labels must include the artist's name, artwork title, medium and price.

Ensure that labels are firmly attached.

Label all wall-mounted works with **two (2) labels** - one on the back and one that hangs over to the front.

- Label 1: tape or staple the label on the back of the work or firmly secure the label to the hanging wire or hook
- Label 2: use a string to attach the second label so that the identifying information can be visible from the front.

Once artworks are hung on the wall, they cannot be moved to reveal the label on the back.

Thus, the tag hanging in front of the work is necessary.

Pedestal work must have a tag attached to it. Jewellery and pottery must have numbered labels affixed to each piece visibly so customers can tell which item they are interested in.

Complete the enclosed **Inventory Sheet**.

You must deliver the Inventory Sheet with your artwork.

Ensure that your prices are correct before delivery. The inventory sheet is considered the authoritative source in case of a price discrepancy.

Write legibly. The Gallery Assistant must decipher and type this information over the weekend.

Inventory sheets are available online. Go to [artgalleryofregina.ca](http://artgalleryofregina.ca); click on drop-down menu 'More,' then 'Members information.'

## 8. DELIVERY AND PICK UP

You are responsible for the delivery and pick up of work.

If someone else delivers or picks up your work on your behalf, they are also responsible for packing and unpacking your work.

The gallery does not make arrangements to pick up or deliver artworks.

Unpack your work upon delivery. The Art Gallery of Regina cannot store packing materials, so please take them with you..

Staff and volunteers are not responsible for unpacking work upon delivery or repackaging work for pick up.

### **Delivery and Pick Up Times:**

Delivery: Friday, February 28, 1 - 5 PM

Deliver your work at the designated times to avoid disappointment. Neil Balkwill Centre staff are City of Regina employees and do not work for the Art Gallery of Regina. They cannot accept your Salon Show & Sale pieces or let you into the gallery.

Art Gallery of Regina staff start work at 1 PM.

The building closes at 5 PM.

If necessary, contact the Art Gallery of Regina to make arrangements for early delivery.

**Late deliveries are not accepted.**

Pick up: Thursday, April 9, 11-7 PM

In preparation for the next exhibition, all Salon Show & Sale works must be removed from the gallery by the end of the day on April 9.

The Art Gallery of Regina does not have space to store artworks. If you are unable to pick up your work during the scheduled time, arrange for someone to pick up the work on your behalf. The gallery will not be responsible for works not picked up at the designated time.

## 9. DELIVERY CHECKLIST

- ☐ work is in excellent condition
- ☐ work does not exceed the size and weight limits
- ☐ a complete inventory sheet accompanies your works
- ☐ labels are firmly attached to all pieces (labels are visible on the front and the back for wall-mounted works)
- ☐ wall-mounted work is wired and ready to be hung

## 10. VOLUNTEER

Volunteers make this huge event possible! Contact the Art Gallery of Regina to sign up for installation (March 1) and pick up (April 9).

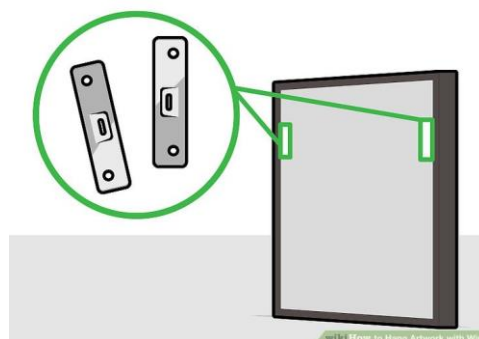
**Installation volunteers are asked to adhere to the original delivery date, as our board will be arranging the work prior to the installation. Thank you!**

## 11. CONTACT THE GALLERY

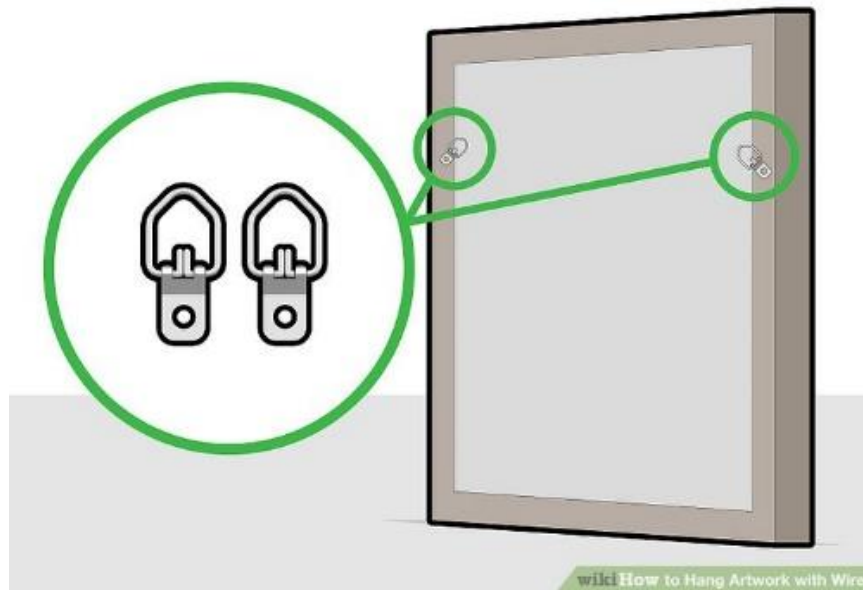
For questions, clarification and to check on the eligibility of your submission, please contact the Art Gallery of Regina by calling 306-522-5940.

## 12. HANGING AND LABELING TIPS

**Hardware for hanging wire – 2 Options**



**Option #1: Install steel plates to attach your hanging wire to your frame.** Steel plates will provide you with the best grip on your artwork and allow you to have more flexibility when hanging heavier pieces.



**Option #2: Use a D-ring for heavy, wooden frames.** D-rings are specifically constructed for the use of hanging wood frames. They are designed to rest flat against the wall giving you a more secure hook for larger, wooden frames.

**YOU MUST USE WIRE, SO WE CAN HANG PIECES WITH ONE NAIL**

**How to Wire your work for hanging:**

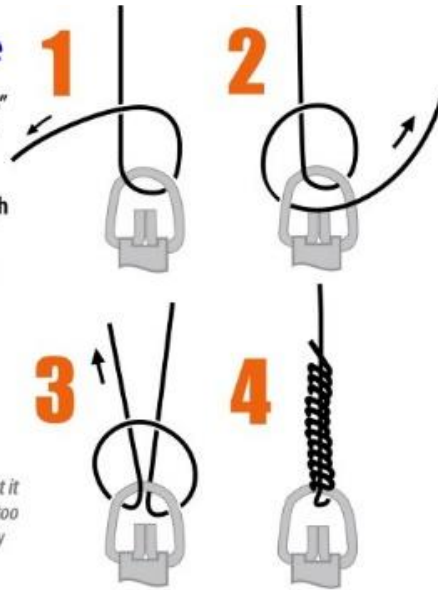
## Tying Wire

Cut a piece of wire 4-6" wider than the frame.

Loop one end of wire about 2 inches through D-Ring and follow wire tying steps 1-4.

Repeat on the other D-Ring leaving a small amount of slack in the wire.

*TIP: If the wire is too tight it decreases its strength, if too loose the art will tilt away from the wall.*



Label each 2D work Twice

String attached to wire and label

