



HEADWATERS ARTS GALLERY PROPOSAL SHOW PACKAGE

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:

Gallery Committee Chair – Bridget Wilson bwglass@sympatico.ca 416.505.1867

Eligibility:

The Proposal Show is open to any member(s) submitting original works of art completed within the last two years. (No copies of paintings, photographs, illustrations or works which have been demonstrated on 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 piece cannot be shown again 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, fabric art, etc. Three dimensional works includes but is not limited to wood turning, fabric, pottery and metal works. Please note jewellery pieces are limited to semi-precious stones and metals. Secure display cases are not available.

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 quality, content and presentation.

Proposal Show Fees:

- The fee for a Proposal Show is \$500 plus HST. This is to cover the cost of use of the Gallery space. This fee must be paid by cash, cheque made payable to Headwaters Arts, Visa, MasterCard or Debit and must be paid prior to the commencement of the Show.
- A \$50 deposit will be required for cleaning purposes. Failure to leave the Gallery in a clean order will result in forfeiture of your deposit.

Submitting Images for the Jury Process:

- Art images are to be sent to info@headwatersarts.ca in the form of jpegs. The jpegs should be 1024 pixels on the largest dimension, 768 pixels on the shortest side at 300 dpi. Each jpeg tile must include the artist's name or initials, underscore, title, underscore and size (height by width) in inches. For **example: WG_TheShadowsofSummer_36x30**
- Each CD/Email must be accompanied by a clear description of each of the works including title, media, price and size.

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.

Sales:

- All artwork must be for sale. Artists should be prepared to replace work when sold.
- The Headwaters Art gallery receives 35% commission for works sold during the dates of the show and for a period of one month after the Show if the contact was made during that Show. An honour system prevails.
- HST will be applied to all sales.
- Bubble wrap, tissue paper, tape and "Headwaters Arts" gift bags are available at the Gallery reception desk for use during all Shows.

WHAT TO EXPECT FROM HEADWATERS ARTS

Labels:

- Label information needs to be sent to info@headwatersarts.ca a minimum of one week prior to the Show's commencement. The information to include is: Artist's Name, Title, Medium, Size and Price. (See page 5 – Labels)
- Please send this information in a WORD document so that we can easily merge your information onto labels for printing.

Rack Cards, Posters and E-Vites:

- There is a standard template for rack cards and posters in Adobe Illustrator format. These templates help to ensure continuity of the Headwaters Arts Gallery image. Upon acceptance you will be responsible for getting the above printed. For your convenience we have found the following printers to be quick, reliable and cost effective:
 - Mono Arts and Graphics – 37 Stewart Court, Orangeville 519 941.7327
 - Insta Print – 54 Broadway, Orangeville 519 942.0894
 - Vista Print – www.vistaprint.ca
- It is recommended that the average number of rack cards to be printed is 150 – 250 depending on your mailing list. Headwaters Arts requires (2) 12” x 18” posters and (1) 8.5” x 11” poster for the Gallery. Extras should be printed for you to distribute locally and other locations you deem necessary.

Advertising:

- Headwaters Arts will forward Press Releases prepared by you to our local media contacts. Headwaters will also use these write-ups and photos on our various social media sites.

WHAT HEADWATERS ARTS EXPECTS FROM YOU THE ARTIST(S)

Set Up:

The Gallery will be clean when you begin set-up but please ensure to 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, 5 small table easels, 10 wall grids, 2 large glass display cases, 3 medium glass display cases as well as hanging wires, zip hooks and use of tools.
- Additional equipment – Monitor and speakers for Slide Presentation
- If plinths are required (if not previously booked), please contact the Dufferin County Museum and Archives – Darrell Keenie at 1.877.941.7787 or 705.435.1881. You will be responsible for picking them up, painting them and returning them in a timely manner.

Opening:

- The standard Opening is on the first Saturday of the Show from 2:00 – 4:00 pm.
- You are responsible for food, drink, tablecloths, 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.)
- A Special Occasion Permit must be obtained from the LCBO in order to serve alcohol and an individual with Smart Serve is recommended.

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. Artists are responsible for any damage caused by faulty hanging methods.

Gallery Sitting:

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. Each artist is responsible for covering their respective show between the hours of 10:00 am to 5:00 pm on Saturdays, Sundays and Statutory Holidays at a minimum. It is expected that the artists will approach potential customers, talk about the art and the artist(s) in the show to increase sales. If the artists are unable to fulfill this commitment, the Gallery will provide a replacement at \$15 per hour.

Hanging:

- All work requiring hanging must be suitable equipped with a wire for hanging. The wire must be placed so that the art does not lean out from the wall. Wire hooks (or eyelets) should be placed on the back of the frame 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.
- All art work will be inspected during take-in. Wet paintings, faulty or poorly wired frames will not be accepted for entry.
- ARTISTS ARE RESPONSIBLE FOR ANY DAMAGE CAUSED BY FAILED HANGING EQUIPEMNT.

Labels:

Labels information must be provided to HA a minimum of one week prior to the Open Show date take-in. Label information must be in **ARIAL** font – 12pt in the following manner.

Name in Bold

Title in Bold/Italic

Medium

Size in in.

\$Price (no cents)

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.

January 2016