



Headwaters Arts Proposal Show Guidelines

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2022

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, 2022, are as follows:

1. **Apr. 27 - May 29**
2. **Aug. 10 - Sept. 11**
3. **Oct. 5 – Nov. 6**

Please note these dates are approximate.

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 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, fabric art, etc. Three-dimensional works include but are not limited to wood turning, fabric, pottery and metal works. Please note that due to Alton Mill restrictions, jewelry 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.

Submission Process:

Please complete the attached application form detailing who is participating, the mediums each artist uses, the theme and description of the show and the preferred time slot. Please email the application form and images to editor@headwatersarts.com with "proposal show" in the email subject line. Please remit as soon as possible to obtain your preferred time slot.



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Art images are to be sent to 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 or initials, underscore, title, underscore, size (height by width) in inches, underscore, year. For example: WG_TheShadowsofSummer_36x30_2019.jpg .

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.

Proposal Show Fees:

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.

Sales:

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.
- 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.

Marketing:

Artists are responsible for creating their own rack cards and posters. Headwaters Arts will require a SQUARE graphic image in JPEG format as well as a RECTANGULAR image (postcard) in a JPEG format for use in promotions on the website and on social media. These should be available a minimum of 2 weeks prior to opening.

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.



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Labels:

Label information needs to be sent to info@headwatersarts.org a minimum of one week prior to the Show's commencement in a WORD document so that we can easily merge your information onto labels for printing. No PDF's please. Label information must be in ARIAL font – 12pt in the following manner.

Name in Bold
Title in Bold/Italic
Medium
Size in. x in.

\$Price (no cents)

Artist Statements and Images

Headwaters will also require artist statements in a WORD document and photos for use with promotion on our various social media sites. **No PDF's please.**

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, 10 wall grids, 2 large glass display cases, 3 medium glass display cases as well as hanging wires, zip hooks and use of tools.

Hanging:

Please arrange with gallery staff to have the mill opened on the day of hanging (either the Monday 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 $\frac{1}{4}$ 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. Do not use saw-tooth hangers.

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

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



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Opening Reception: (not during Covid)

The standard Opening Reception is on the first Saturday of the Show from 1:00 – 4:00 pm.

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 cleanup 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:

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.

Artists in a proposal show are responsible for covering their respective show between the hours of 10:00 am to 5:00 pm on Fridays, 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 **may** provide a replacement at \$16 per hour.



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Proposal Show Application Form

Show Title: _____

Description /theme:

Participating Artists

Name (s)

Medium (s)

Contact Name: _____

Phone No. : _____

Email: _____

Preferred Date/Time Slot: _____



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Proposal Show Application Form (page 2)

Submitted Images:

Artist

Title

Description