



EXHIBIT AND FRAMING STANDARDS

The Carleton Place Gallery strives for all artists to present professional looking artwork to our clients at all events. All artwork submitted must comply with the following exhibit standards. The Gallery has the right to refuse artwork that does not meet these criteria and/or is deemed inappropriate for the venue. The Carleton Place Gallery is not responsible for the loss or breakage of any artwork for sale. We recommend that artists insure their artwork.

EXHIBIT AND FRAMING STANDARDS

(Note: some exceptions for solo and group exhibitions at the gallerist's discretion*)

1. Only original works may be hung for display at the Gallery. No copies or giclées. Note exceptions to photographers. *
2. Works on gallery canvas and board which are at least 1 ½" may be unframed but the sides must be painted out or the image wrapped around the sides. *
3. Works on regular canvas or board which are less than 1 ½" must be framed. *
4. Artwork on paper must be framed. Acid-free materials and permanent pigments should be used for the work itself.
5. All artwork must be of high caliber and must demonstrate the utmost quality of craftsmanship.
6. Artwork MUST be ready to hang with secure D ring hardware (eyelets and claws feet are not acceptable) and strong wire attached to each. Wire ends must be wrapped with tape to avoid injury to handlers. Note: Pieces without proper D rings will not be hung, as they do not fit on our gallery hanging system.
7. The D rings should be installed less than 1/3 from the top of the artwork. Ensure that the wire used is not too high to the top of the artwork nor strung too tightly.
8. Frames, where used, should be of solid construction, undamaged.
9. A label must be securely attached to the back of the artwork clearly identifying the artist's name, title of artwork, medium, size and price. This information must correspond to the Exhibit List provided by the artist.

Additional Guidelines for Photography:

1. Adherence to the Exhibit and Framing Standards. If questionable, please consult the gallery curators.
2. All materials and inks must be archival.
3. Exceptions with regards to having photos printed on metal, wood, or a material other than paper, where a commercial printer is used, must be approved by the Gallery in advance.
4. One offs are preferred. Displayed reproductions are allowed but must be limited edition signed prints to a maximum of 15 editions in total (NOT 15 per size).
5. Certificate of authenticity must be provided for one offs.

Additional Guidelines for Artisans:

1. All work must be able to withstand being displayed on a plinth, floor, or shelf.

DEFINITIONS

1. Original works of art vs art reproductions: the Gallery has defined an original work of art as follows:
2. An original work of art is a work in any medium, created directly by the artist from raw materials without any intervening commercially procured process, intended as a communication between the artist and his audience and which inextricably and unavoidably expresses the artist's personality. Given the highly variable nature of artwork, the Gallery may accept work that does not adhere to these rules if it agrees that the deviation is necessary to the integrity of the artwork.
3. Raw materials are those that are used in the process of creating the work, and are not normally themselves the product of another artist's work.
4. Commercially procured processes include services provided by hired print shops, out-sourced screen printers, commercial labs (coasters, prints on mugs, clothing etc.)
5. Intervening means involved during the creation of the final work, but does NOT refer to raw materials to be used in the work, or in displaying the finished work (for example, framing, which is done after the work is completed and is independent of the work itself).
2. No prints or greeting cards are accepted, with the exception of limited-edition photography prints.
3. Work produced from commercial molds or kits will not be accepted.

AFTERSALES FROM GALLERY VIEWING

Sales which directly resulted from a viewing at the Gallery, are also subject to a commission within 60 days of leaving the gallery. Collecting a commission under these circumstances is a common practice in artist-run centres.

For example: A piece does not sell while hanging at the gallery and is returned to the artist. A visitor who saw the work at the Gallery contacts the artist afterwards to purchase the work. That sale is a direct result of the exhibition at the Gallery.

UNCLAIMED ARTWORK

It is an artist's responsibility to pick up their artwork on the designated days or to make other arrangements for their art to be picked up. Any unclaimed art will be held in storage at the artist's full risk for 30 days, after which, it will be considered the property of Carleton Place Gallery for appropriate donation or disposal.

SUBMISSION EVALUATION

Submissions will be evaluated as a group of your submitted art, not as individual pieces, based on the following criteria:

1. Visual Impact

- Successful application of design principles (balance and unity of composition, movement, colour, value, harmony, line, texture, spatial relationships and proportion)

2. Engagement

- Does it hold your attention at some level or levels?
- Aesthetic – Does it achieve what the artist seems to have intended?
- Intellectual – Does it convey a message; tell a story?
- Emotional – Does it establish a mood?
- Spiritual – Does it capture a sense of timelessness, or essential character?

3. Technical Merit

- Is the work of high quality, and is the quality consistent?

4. Creativity

- Does the artist show originality in concept or execution?

5. Body of Work

- Is the work and style coherent?

SUBMISSION REQUIREMENTS

Your complete submission package must include the following:

- A cohesive body of 6 artwork images of works representative of recent art you would plan to show at the gallery. Please include an image of the framing and one image of your artworks in context (in a booth, table top or on a wall). Each image must be numbered, saved as a .jpg with a minimum size of 3000 px on the long side and a 72 dpi. Please name as per this example: Last Name.First Name_Title_Medium_Dimensions in inches (including frame) _ price
- D-rings MUST be used
- Each artist must provide a brief description of their artwork and exhibit (1-2 short sentences).
- Each artist must provide a brief 500-word biography.
- Each artist must provide a brief 250-word artist statement.

All submissions must adhere to the 'Exhibit and Framing Standards'. Please review this document.

- Each artist must submit five images of artwork. These should not include frames or other background, should be full on with no watermarks or names other than the signature on the image.
- Each artist must submit two additional photos of their art, one showing the frame or unframed canvas edge and one showing the back with hanging apparatus. NOTE: D rings MUST be used!
- The selection process will be done from your submitted images.
 - Please ensure that images are high resolution .jpg or .jpeg only.
 - Image size must be at least 300KB and no more than 2MB.
 - Image file names MUST follow this format:
LastName.FirstName_Number_Title_Medium_Size in Inches_Price
Example: Smith.Bob_01_Sunset on the River_acrylic_18x24_\$465
(Sizing should be indicated as Height x Width).
- Each artist must provide a brief description of their artwork (2-3 short sentences).
- Each artist must provide a brief biography (3-4 short sentences).
- **PLEASE EMAIL ALL ARTWORK TO carletonplacegallery@gmail.com**