

# **ORILLIA & DISTRICT ARTS COUNCIL (ODAC) POLICIES AND PROCEDURES FOR EXHIBITING ARTWORK**

## **PRESUBMITTING INFORMATION - Registration**

Label information must be received 3 days prior to day of exhibit installation unless otherwise advised. Artwork will not be accepted if the information is not received. Information is to be emailed using form layout below. Any registered artist who does not show up on the installation date will not be allowed to participate in the exhibit – unless they have made other arrangements in advance.

## **LABELING ARTWORK**

All artworks must be labeled on the back using the Artwork ID label template or the format seen below. Cut the label out and attach to the back of artwork.

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ODAC Member Request to Submit Artwork  
Venue \_\_\_\_\_  
Date of Show \_\_\_\_\_  
Artists Name \_\_\_\_\_  
Title of Artwork \_\_\_\_\_  
Medium of work \_\_\_\_\_  
Price \_\_\_\_\_  
Dimensions of work width \_\_\_\_\_ Height \_\_\_\_\_  
Contact information \_\_\_\_\_ phone and/or email

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## **REQUIREMENT STANDARDS FOR WIRING ARTWORK**

All artwork must be wired to hang correctly according to the guidelines for wiring artwork. Please be advised that any artwork that is not correctly and safely wired will not be accepted for exhibit. D-rings and screws are available at The Shadow Box. Wire must be medium to heavy gauge depending on weight of the artwork (available at all hardware stores or Michael’s). Wire must be pulled taut, but with enough slack to get fingers behind the d-rings, and should be placed 1/3 of the way down from the top. Metal frames, such as those used for watercolour paintings, and their associated hardware are also acceptable.

NOTE: For large pieces that are wider than they are high, the wire should be placed near the top of the artwork for best hanging. (Please see Guidelines for Wiring Artwork)

## **PICKING UP ARTWORK FROM VENUES**

Artists are responsible for delivering and picking up their artwork on the dates and times specified. ODAC will not be responsible for any artwork left unclaimed. Exhibit Team have often been forced to take artwork home when artists fail to make arrangements for pick up. These volunteers are not responsible for your work.

## **PROCEDURES ON THE DAY OF THE EXHIBIT**

Upon arrival your artwork will be inspected for proper and safe wiring. Any existing damage to the art piece and its frame will be recorded for ODAC's records, and you will sign a Damage/Consent Waiver. The Exhibit Team will take all due care and caution handling when installing member artwork. ODAC provides third-party liability insurance coverage for each venue. However, ODAC takes no responsibility for loss or damage to individual pieces of artwork while hanging in any exhibit in any venue.

Next you will read the Waiver Sheet and check that the information on it is correct, matches your tag on the back of the painting, and that the printed exhibit tag also matches. Please check PRICE and CONTACT INFORMATION very carefully. If all is correct, sign the Waiver. This Waiver absolves the host/sponsor of the exhibit of any responsibility for work hung at their location. Any previous artwork you may have had exhibited at this venue should then be signed out.

## **WORKS OF ART SOLD/FEES**

Any artwork that is sold from a venue ideally should not be removed from the venue until the end of the show. If the buyer requires the artwork right away, the artists must get prior mutual agreement from ODAC Exhibit Team designate who will arrange for you to take down the piece and install the replacement piece for you. Any artwork sold and removed from the exhibit must be replaced by a piece similar in size, and colouring, in order to compliment the exhibit (hand written label to be used). Due to safety and insurance issues, ONLY EXHIBIT TEAM may take down or hang any artwork. Artwork can then be marked as sold on website.

A photo of the replacement piece should be sent to the Exhibit Co-ordinator for inclusion on the website.

The artist is to arrange payment directly with buyer. CDC is not responsible.

## **WORKS OF ART NOT PICKED UP AT EXHIBIT CHANGEOVER**

A member of the Exhibit Team will personally hold any artwork not picked up at the end of an exhibit. They will not be held responsible for any damage which may occur between the end of an exhibit and the time the artwork is picked up.

## **REQUIREMENTS FOR EACH VENUE**

### **Hibernation Arts**

Minimum Size: No minimum

Maximum Size: 36" on any size

Fee: \$15.00

No. of Pieces per Entrant: Max. One piece per month – preference will be given to those who have not exhibited in the show previously

### **Opera House**

8 pieces sized 24" x 30" up to 48" (all sizes include frame)

4 pieces sized minimum 24" on any side including frame

Fee: FREE

No. of Pieces per Entrant: 1-2 pieces

### **Orillia CDC**

Minimum Size: No minimum

Maximum Size: 24" on any size

Fee: \$15.00

No. of Pieces per Entrant: Two