



## Window Art Gallery: The Summer Exhibition 2017

### Instructions for artists

1. There is no cost to submit works for the show.
2. You may submit up to three pieces of art in any medium. All pieces must be ready to hang, with a wire across the back. No zigzag hangers please.
3. Each work submitted must have **two completed and signed Art Registration Forms**: one attached to the back of the work, and a second copy of the Art Registration Form to hand in. You must also complete and hand in the **Insurance Waiver form**.
4. Works may be brought in on Tuesday August 1<sup>st</sup> between 10 a.m. and 12 noon, or at any time after that when the office/gallery is open, up until August 14<sup>th</sup>. Regular office hours are Mon and Tues: 9 – 12 noon; Wednesday – Friday, 9 a.m. to 4 p.m.; Thursday also 4 – 8 p.m.; Sat and Sun 12 noon to 4 p.m. Please call first to make sure a volunteer is available 613-549-1528.
5. Work will be hung “salon style”, i.e. the artworks will be hung close to each other and from floor to ceiling in multiple rows.
6. As a work is sold, it may be taken immediately by the purchaser. You will be notified of the sale and may bring in a work to replace one that has sold.
7. A commission of 50% will be charged on all sales.
8. The show will come down on August 28<sup>th</sup>, and all works must be picked up on August 28<sup>th</sup> or on Tuesday August 29<sup>th</sup>, between 9 a.m. and 12 noon.
9. The Window Art Gallery is not responsible for damage to work in transit to and from the Gallery, or during the exhibition.