

Exhibits and Shows Guidelines

Edmonton Art Club Show Information¹

Eligibility for Edmonton Art Club shows requires five attendances and five pieces of recent and original artwork submitted at the monthly meetings for critique during the twelve months prior to each show. You are allowed to bring only one piece of artwork per meeting for critique. A list of eligible members will be provided by the secretary prior to the club's shows. Honorary members are exempt from attendance and critique requirements. Disabled members are exempt from attendance, however, must meet critique requirements.

To be eligible for any show, members must pay their fees in full. Membership dues are payable yearly in January. In accordance with the EAC policies under Members (1.d.c.), "Members who have not paid their fees by March 31 are ineligible to participate in EAC exhibitions."

When required, a pre-determined, non-refundable hanging fee is payable upon submission of works to be shown.

When the EAC exhibits at a commercial gallery, purchases are made through the gallery, which then pays the artist after deducting their commission. The club does not charge a commission on work sold in a commercial gallery.

When required, the EAC may charge a predetermined commission on works sold at venues other than commercial galleries

a. Open Shows

As venue hanging space varies, the criteria for artwork (size and number of pieces) will be determined by the show co-ordinator and his/her committee and by EAC membership.

¹ Edmonton Art Club Policies

Exhibits and Shows Guidelines

b. Juried Shows

The goal of the Edmonton Art Club is to hold two juried shows each year. The jury, selected by the show manager, may include invited professional artists, curators, art instructors, and Art Club members. Juried pieces shall be the only works exhibited in these shows. The number of pieces to be submitted by eligible members to juried shows (usually three) will be specified by the executive. Members submitting fewer works will not be eligible to show.

Artwork submitted must be completed within 2 years of the show date and must not have been shown previously in any exhibition or gallery in Edmonton. The maximum number of pieces selected will depend on the quality of the work, as determined by the jury, and on the show space available. The Jury's selection will be final. Artwork that has been juried but rejected will be eligible for submission to future shows.

At one annual juried show, the critic may present the Award of Excellence and two Honourable Mention awards.

An entry fee may be required for juried shows to cover the honorarium paid to the critic and to cover other expenses incurred.

Artwork submitted for exhibit must adhere to the following criteria:

- All work must be original by the submitting artist.
- Expect to volunteer at the venue
- Framing to be in good condition. No scratches, or dents. If behind glass, no scratches or scrapes.
- Back of artwork affixed with wire hanging. No sawtooth, or hooks.
- Works of art may be offered for sale, but this is not a requirement.
- Each artwork must have a label on the backside with: The title, size, art medium, name of the artist & contact information.

Exhibits and Shows Guidelines

Exhibit label information to be forwarded to the Exhibit Team (refer to example below)

1. Your Name
2. Title of Artwork
3. Type of Media
4. Contact Info
5. #Price of Artwork



sample label

ORGANIZING A SHOW?

Chair and Co-Chair Instructions

The following is a checklist and guideline overview for organizing an Edmonton Art Club sanctioned event, exhibit, or show.

1. Show Chair identified
2. Venue selected and booked
3. Set up?
4. Costs?
5. Liquor license?
6. Hanging Fee set
7. Number of pieces from each artists established
8. Criteria confirmed

Exhibits and Shows Guidelines

9. Circulate participation sign up sheet, including hanging fee if required
10. Circulate volunteer sign up
11. Sub Committees formed:
12. Appoint Social Convenor. Social Convenor gets liquor license
13. Sign up sheet for supplies and duties
14. Maintain inventory list of EAC supplies
15. Labels: Volunteer required.
16. Publicity/Advertising - invitations, posters, social media, eventbrite etc.
17. Must include logos of EAC, AFA & CAFAC
18. Information sheet to all artists and newsletter
19. Organizes juror if needed, including payment to juror and advising the Juror of what is expected.
20. Juried show usually pays \$150 to juror; 1 Juror's Choice Award and 2 Honourable Mention awards.
21. Ribbons and certificates for awards.
22. cards indicating Juror's Choice and Honourable Mentions. Should be larger and perhaps mounted on a dark matt board.
23. Organizes sales book.
24. Sales Book: Contains Inventory. Necessary for tracking sales and making sure nothing is forgotten.
25. I should have used the envelope system as previous so the artists could have their cash at the end of the show. This did not work for the ACACA show as it was bigger and more going on. It works good for our shows.

Exhibits and Shows Guidelines

26. A spread sheet style page could be made up with artist's name and places for writing sales rather than a piece of paper and putting it all together after. After the sale and during a quiet time these sales can be listed on the artist's page and/or envelope
27. A separate paper giving direction on this and for using the Square is required for new people working cash.
28. Square training

Show Guidelines

Ensures bags, brown kraft paper for wrapping up large works, scissors, tape, pens and red sold stickers are available at sales table.

Ensures:

Some kind of a "Please Come In" or "Everyone Welcome" sign so people do not think it is a private function.

Consent for Photo's or a No Photo's sign

Brings guest book

Complete Show Report:

1. listing stats of the show, highlights and low lights.
2. Problems addressed and feedback asked for. This could be done by way of emails as not to take up so much meeting time.
3. include art work and gift shop sales
4. provides info re. labels, bios etc.