

## 2020 Members' Show and Sale Submission Guidelines

This show and sale is a true reflection of the dynamic group of artists that are Humboldt District Gallery Members. It is an un-juried exhibition that allows each member to add their own unique voice and style to the Gallery space. The Humboldt and District Gallery wants to showcase and support members who make art and who are interested in selling their work. The commission retained from the sale supports public and education programs at the Humboldt & District Gallery.

Humboldt & District Gallery Members may submit up to three works in any media that meet the following criteria:

1. Artist must be a Member of the Humboldt & District Gallery in good standing as of September 9, 2020.
2. All artworks exhibited are to be the original works of the artist. Reproductions are not permitted.
3. All artworks must have been produced between 2016 and 2020 and not have been previously exhibited in a Members' Show and Sale or any other exhibit at the Humboldt & District Gallery.
4. Images in photography submissions must have been captured between 2016 and 2020.
5. All artworks must be ready for display. All two-dimensional artworks must be properly finished and ready to hang, and all three-dimensional artworks properly mounted and ready for display.
6. For two dimensional works, each artist's work(s) will be grouped in a space measuring 36" wide by 48" high. When planning your submission, consider the size of your piece(s) including the frames and allow for some breathing space between the pieces.
7. Three-dimensional artworks may not exceed 2' x 2' x 2'.
8. All artworks submitted must be for sale.
9. The retail price of the artworks is to be set by the artist, between \$25.00 and \$5000.00.
10. The Humboldt & District Gallery will retain a 25% commission from the retail price set by the artist. If a work is sold during the exhibit, the artist's portion (75% of the retail price) will be paid to the artist by a cheque from the City of Humboldt within 90 days of the closing date of the show and sale.
11. All artworks submitted must have a label affixed to the piece stating the following information: Title of work, Artist name, Medium, Dimensions in inches (H x W) or (H x W x D), Year the work was completed, and the Retail price.
12. All artists must complete and sign an Inventory Form and an Artist Contract to be dropped off with the artworks.
13. Please submit an electronic copy of a brief artist bio, no more than 250 words. If you do not use email, please bring a hard copy of your bio when you drop off your artworks.
14. Artworks are to be delivered to the Gallery during the week of September 23 – 30, 2020.
15. Artworks are to remain in the Gallery for the duration of the show and sale (October 8 – November 6, 2020), and cannot be removed until after the exhibition closes.
16. Unsold artworks are to be picked up from the Gallery the week of November 10 – 14, 2020.
17. Members are responsible for obtaining insurance for their artworks at all times.
18. The Humboldt & District Gallery reserves the right to decline any artworks for inclusion.

## Important Dates:

- **Membership deadline to be eligible to submit: September 9, 2020**
- **Artwork delivery week: September 23 – 30, 2020.** Please note, due to a short installation timeframe, absolutely **no work will be accepted after September 30, 2020.** Please let us know in advance if someone will be submitting work on your behalf, or if arrangements need to be made for early delivery.
- **2020 Members' Show and Sale: October 8 – November 6, 2020**
- **Meet the Members Reception: Saturday October 17, 2020 from 2:00 – 4:00 p.m.**
- **Artwork pick up week: November 10 – 14, 2020.** Please let us know if your artwork is being picked up by someone on your behalf, or if arrangements need to be made for late pick up.