

## **SUBMISSION FORM FOR MEMBERS' SHOW:**

### **EXHIBITION DATES:**

*JUNE 15 – JULY 14, 2017*

### **OPENING RECEPTION & BBQ:**

*JUNE 24, 2017: 12:00 pm – 5:00 pm*

### **EXHIBITION TITLE: *What's Left Unsaid***

**OPEN TO:** New and current members of Harcourt House Artist-Run Centre, working in any media.

**SUBMISSION DROP-OFF:** Tuesday, May 30 - Saturday, June 3

*Drop-off times: Tue - Sat 10am – 5pm*

**\*\*NOTE: Submissions will only be accepted during designated submissions drop off dates and times.**

This annual exhibition coincides with The Works Art and Design Festival and in keeping with their 2017 theme, *Dialogue*, Harcourt House is challenging artists to create/select their submissions based on the exhibition title, “*What's Left Unsaid*”.

This call for submissions is for new and current Harcourt House Artist-Run Centre members. If you are a practicing, non-member artist interested in participating, please stop by the gallery or call during regular business hours (T-S 10 am -5pm) for membership information. Students and seniors are eligible for membership discounts.

*The annual members' show* allows our artists to exhibit and sell their work while doubling as a fundraiser for the centre. If artists choose to sell their work, Harcourt House will receive a 20% commission, included in the price of the sale. Each artist may **submit a maximum of three** works for the exhibition and is **guaranteed to have one work displayed, provided they adhere to the following criteria:**

## SUBMISSION GUIDELINES:

1. All members may submit up to three (3) works for the show. **Each artist who submits is guaranteed one piece in the show, provided they adhere to the following criteria.**
  - a. **Artworks submitted must have been produced within the past year.**
  - b. **Artworks must be framed and ready to hang/install and equipped with the necessary hanging hardware, if applicable. \*WORKS THAT ARE NOT READY TO HANG WILL NOT BE ACCEPTED.**
  - c. **Artworks must have dimensions no larger than 3' x 3'. \*\*Exceptions may be made at the curator's discretion.**
  - d. **For multimedia submissions please contact Angèle Karosi at 780.426.4180 to discuss specific installation requirements and guidelines.**
  - e. **Works must remain in the gallery as a part of the exhibition for the duration of the show.**
2. Provide all of the information on the submission form and include the form with the artwork you submit.
3. It is your responsibility to ensure your submissions are clearly labeled for ***What's Left Unsaid***. Please use the labels in this submission package on each piece you submit.
4. Drop off submissions at the Harcourt House Gallery from **Tuesday, May 30 to Saturday, June 3. Late submissions will not be accepted.**

**Drop off times            Tue-Sat:        10:00 am – 5:00 pm**

It is your responsibility to pick up your submissions after the show on the following dates:

**Saturday, July 15**  
**Tuesday, July 18**  
**Wednesday, July 19**  
**Thursday, July 20**  
**Friday, July 21**  
**Saturday, July 22**

Pick-up times: *Tuesday - Saturday 10am – 5pm* unless other arrangements have been made with the Programming Manager.

5. Any works sold to out of town customers where shipping artwork is involved, the packing, shipping and costs incurred will be the sole responsibility of the artist.
6. All reasonable care will be taken with submissions. Harcourt House Artist-Run Centre, its officers and volunteers shall not be held responsible for the loss of and/or damage to artworks.
7. You grant permission for Harcourt House Artist Run Centre to reproduce work for show promotion and publicity. Copyright will be attributed to the artist. Harcourt House Artist-Run Centre will receive payment and retain 20% commission for all works sold during the show. The balance of the price of sale for all works will be remitted to the artists after the closing of the show.

**Calendar of Deadlines:**

May 30 - June 3, 2016 (closed Sundays and Mondays)	Drop off submissions to Harcourt House Gallery
Saturday, June 24	Opening BBQ reception: 12:00 – 5:00 pm
June 15 - July 14	<b><i>What's Left Unsaid</i></b> , 29 <sup>th</sup> Annual Membership Exhibition & Sale
July 15 – 22, 2016 (closed Sundays and Mondays)	Pick up submissions from Harcourt House Gallery

***If you have any questions, please contact Harcourt House Artist Run Centre by phone at 426-4180 or by email at [harcourtinfo@shaw.ca](mailto:harcourtinfo@shaw.ca)***

**Submission Form-PLEASE PRINT**

*What's Left Unsaid, 29th Annual Membership Exhibition & Sale*

<p>Artist: _____          Address: _____          _____          City, Province: _____          Postal code: _____          Telephone: _____          Email: _____</p>	<p align="center">I agree to all guidelines set out in the Call for submissions for <b><i>What's Left Unsaid</i></b> 29<sup>th</sup> Annual Membership Exhibition &amp; Sale</p> <p><b>Artist signature:</b> _____</p> <p align="center"><b>Drop off</b></p> <p>Artist initials: _____ HH initials: _____</p> <p align="center"><b>Pick up</b></p> <p>Artist initials: _____ HH initials: _____</p>	
<p>Title #1: _____          Medium: _____          Size: _____          Date: _____          Price: _____</p>	<p>Title #2: _____          Medium: _____          Size: _____          Date: _____          Price: _____</p>	<p>Title #3: _____          Medium: _____          Size: _____          Date: _____          Price: _____</p>

Cut and paste these labels on the back of each of your submissions. PLEASE PRINT

<p>Title: _____          _____          Artist: _____          Address: _____          _____          City, Prov: _____          Postal code: _____          Size: _____          (Circle) For sale Not for sale          Price: _____</p>	<p>Title: _____          _____          Artist: _____          Address: _____          _____          City, Prov: _____          Postal code: _____          Size: _____          (Circle) For sale Not for sale          Price: _____</p>	<p>Title: _____          _____          Artist: _____          Address: _____          _____          City, Prov: _____          Postal code: _____          Size: _____          (Circle) For sale Not for sale          Price: _____</p>
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