

## Participation Rules for a Successful Exhibition

Members who wish to participate in any AAD Artists' Exhibition must do the following:

1. **Members must have attended 4 or more AAD regular monthly meetings.** In the case of the November exhibition, members must have attended at least 4 monthly meetings in the previous year.
2. **Participation fee is \$25.** Choose either one side of a panel (approximately 3ft x 6ft) or two sides (2x (3ft x 6ft)); an assigned shared table space is included if desired by artist. Reservations are required. **Easel \$5 extra**, first come first served.
3. **Volunteer for at least two short time slots during the exhibit. Sign the volunteer sheet.**
4. Artists should be present throughout the exhibition. However, it is imperative all artists are present during the **"Meet the Artists/Vernissage"** portion, from **2pm to 4pm on Saturday.** Cold drinks, wine and snacks will be provided for visitors and artists at that time.
5. **Please wear your name tags throughout the exhibition.**

### General procedure of the exhibition:

**Prior to Friday 3:30.** Panels are set up and tables are arranged.

**Friday afternoon 3:30 – 630 pm.** All artists are to set up their own work within the designated hours.

**Sunday afternoon 4 pm until finished:** Dismount your own work and then please plan to assist in the post-exhibition general clean up. The more, the merrier!

### Requirements for artwork and hanging:

1. All artists' works should be original and signed.
2. All paintings must be properly presented (see **Framing** below for detailed rules).
3. Each painting must be properly identified by completing requested info on cards provided.
4. All exhibiting artists should present their most recent works. Works must have been produced within the past 5 years, preferably new never-exhibited-before works!

### Restrictions and other information:

1. Artists may NOT use their own exhibit materials to promote any other personal or group exhibitions. AVERY art labels must be current AAD standard, clean, neat and presentable.
2. Artists are required to use only panels and tables provided for them by the association to display their art. No additional tables, floor space or add-ons are permitted.
3. All artists are responsible to arrange their paintings in a harmonious and proper display (see **Display** below for detailed rules). The EXHIBITION TEAM reserves the right to reorganize displays.
4. Any cards or small paintings must be neatly contained or displayed in a cardholder or decorative box or appropriate container. Be reasonable, you are sharing with a lot of people.
5. **COME PREPARED:** You may keep a small shoulder/waist purse with you. Chairs are free of bags, purses, sweaters at all times.

## Sales:

**The TREASURER must be informed of any sale, no matter how small. Artists are responsible for processing their own payments:**

- Cash or Cheque (the latter is not recommended)
- E-transfer (Plan ahead, have your own or ask a friend to help you close the sale!)
- Square

## Additional Rules on Framing and Display

### Framing

- **Paintings on canvas or wood panels must be framed. There are exceptions.**
- Exceptions include “gallery” canvases (thicker stretcher bars) or wood panels; conventional canvases/panels may also be accepted if ALL other criteria are met.
- Unframed gallery or conventional canvases/panels must have painted sides and look properly finished.
- **ALL Paintings must be equipped** with picture hanging wire and a flat, screwed-in eyelet hangars or D rings, one quarter or one third of the distance from the top of the painting.
- Picture hanging wire is usually attached to the frame, but may be attached to canvas or frame
- NO saw-tooth hangers on the top edge of the frame.
- Paintings must be hung on **S** hooks or other types of hooks which are not visible to the viewer; hooks are purchased by each individual artist for themselves (maybe we can each buy a few extra to help out a fellow (absent-minded) exhibitor?)
- For advice or consultation, check with your friendly Exhibition Team members.

### Display

Members who wish to participate in any DDO Artists Exhibition must do the following:

- Display paintings within the space provided, leaving a minimum of 3 inches around paintings, so crowding of paintings on the panels is avoided
- Limit the display of paintings to the panels provided and never extend beyond that space.
- Ensure floors and areas around the panel, including chairs, are free and clear of everything.
- Any baskets, boxes, or containers, must be displayed on your designated Shared Table Spaces ONLY.

**Reminder: To ensure quality standards are met, DDO Artists Association reserves the right to refuse work.**

**Let's make this a success! Please send out invitations on your SOCIAL MEDIA accounts as well as to friends, family, colleagues and neighbours! A PARTICIPATION AWARD PRIZE will be drawn from among participating artists!**