

## **Exhibition Guidelines**

Anvil Centre Community Art Space

### **Mandate**

The space forges creative dialogue, brings attention to local art as well as creates new opportunities for artists in our city. It is an accessible space, where New Westminster based art groups can organize members' exhibitions. It is open to New Westminster emerging and established artists working in two dimensional media.

### **Contract**

Exhibiting artists will sign a contract with directly the City. Works will not be accepted without a signed contract.

### **Financial Considerations**

The Community Art Space charges no commission fee; nor does the gallery handle any transactions between artist and buyer. There are no booking or exhibition fees for artists. Sales are handled directly between the artist and buyer. Artists may have contact and sales information in a binder available at the exhibition.

### **Delivery and Hanging of Work**

The works are to be delivered on the date indicated on the artist contract. A representative of the Artist group must be present during the hanging of the exhibition. The artwork must be framed and suitable for hanging. All artwork must be prepared with 2 eyelets, eye screws, wire, or d-rings attached to frame, preferably between 1" to 2" from the top so the piece does not lean forward off the wall.

### **Publicity and Reception**

The Community Art Space will provide publicity for exhibitions which may include posters, mailers, advertising, press releases and public service announcements, for which there is no charge to artists. The City will conduct a public reception for the artists that will include a no host bar.

### **Please send the following information six weeks before the Exhibition Opening Date:**

Image for publicity- 300 dpi

Short text about the exhibition, including all artists names

Title for Exhibition

Credit to publicity image

### **Artist information for generating of contracts**

Artist Name

Address

Phone Number

Email

### **Artist information for generating of labels**

Artist Name

Title

Media and Date