

## **JASPER ART GALLERY SUBMISSION GUIDELINES**

*\*Only Members of the Jasper Artists Guild (JAG) can submit artwork to the Jasper Art Gallery. JAG Membership requires approval from the Adjudication Committee after review of a submitted art portfolio. See the [Portfolio Submission Criteria](#) for details.*

### **ARTWORK SUBMISSION CRITERIA**

#### **ORIGINAL WORKS**

All artwork submitted to the Jasper Artists Guild (JAG) for exhibition within the Jasper Art Gallery must be original work derived from the artist's own imagination, sketches or photographs, unless permission for the use of someone else's reference materials has been obtained beforehand, and as long as an original work has been created from this reference material.

Original artwork means it is original in concept, execution and source materials. Research and reference materials from other sources may be used as long as NEW work is created from the reference.

## ACCEPTABLE WORKS

The Jasper Art Gallery currently accepts two-dimensional (2D) and three-dimensional (3D) artwork, prints and cards for display and sale. All submissions are subject to review and screening by the Adjudication and/or Curatorial Committees.

2D artwork includes paintings, drawings, photographs, multimedia pieces, prints and cards.

3D artworks are categorized as sculptural and fine craft pieces including smaller fine craft wares and gift items. The Adjudication Committee is responsible for the screening of proposed 3D sculptural and fine crafts as well as smaller, fine craft wares and gift items.

*\*\*\*ALL submissions of 3D items must be substantiated by a written proposal addressed to the Adjudication Committee to ensure they meet with a level of professionalism and care equal to 2D works currently on display.*

Prints are acceptable providing:

- Display cards identify the image as a PRINT and include the identifying number if it is part of a limited-edition series.

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Cards are acceptable and are handled as follows:

- Cards must be in the traditional greeting card format (not postcard format) and enclosed in a transparent protector.
- The total number of cards on display and for sale at the Jasper Art Gallery by any member is not to exceed fifty (50) cards. There are no storage options for excess cards.
- A maximum of five (5) cards of any one image are on display.
- A minimum of ten (10) and a maximum of fifty (50) greeting cards may be submitted at one time with a wholesale value of \$4.00 per card and will be sold at a resale price established by the Jasper Artists Guild.
- Cards must be accompanied by an invoice that identifies the artist, number of cards submitted, date, an unique invoice number, total price; for this purpose artists must use their own invoice book or print their own invoice.
- Cards are placed in the Gallery office on the desk (NOT on immediate display) in a tray identified "Cards".
- As often as possible the cards will be counted, the invoice reviewed and left for the bookkeeper for payment. Barcode stickers will be generated and placed on the cards, and the cards will be placed on the card racks for sale.
- When a member has resigned, failed to renew their membership, or were terminated by the Jasper Artists Guild, they must repurchase any cards on display and for sale at the price they were originally purchased by the Jasper Artists Guild.

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## GENERAL HANGING GUIDELINES

When bringing new artwork for display in the Jasper Art Gallery, you must:

1. Tag your work with a temporary display card with your name, title of the work, medium, size and price. Place your artwork in the appropriate cubicle, either as framed submission or print submission.
2. Fill out the Artwork Submission Inventory Sheet, please record date of submission, artist name, title and number of series (if applicable).
3. A Jasper Art Gallery Coordinator will enter your artwork in the Gallery inventory, print and place barcodes. Don't forget to tick the barcode box on the Artwork Submission Inventory Sheet.
4. Title cards will be created by the appropriate members. This box will be ticked once the new work has an official title card. This box does not need to be ticked for print submissions and can be crossed off.
5. Once all the fields have been filled out, the works are ready to be displayed. Either on the wall or in the print bins.

PLEASE DO NOT HANG YOUR ARTWORK YOURSELF! All work must be approved for hanging by JAG Curators prior to display\* (see Curating and Hanging Protocols below).

The Curators may, at their discretion, refuse to hang any artwork that is not considered technically reliable for professional display purposes.

*Insurance - There is no insurance coverage for works exhibited outside of the Jasper Art Gallery. All artwork submitted for display at external venues (i.e., outside of the Jasper Art Gallery) are submitted at the artist's own risk. JAG will take every reasonable measure to protect the artwork, but cannot be held responsible for any loss or damage that may occur.*

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## FRAMING AND DISPLAY STANDARDS

Paintings must be completely dry.

### For Framed Artwork:

- Hanging wires must be used (not string or cord or any substitution).
- Wires must be secured with screw eyes or D-rings secured to the frame approximately 1/4 to 1/3 of the way down the painting.
- Sawtooth hangers and 'Glass and clip' frames are strongly discouraged as they are not compatible with our hanging system and do not allow for the more professional wire hanging system.
- Frames must be professional in appearance - homemade-looking or 'rustic' frames are not permitted.

### For Unframed Artwork:

- Matted artwork must be presented in a professional manner, with appropriate backing such as foam core or mat board, NOT cardboard, and protected with an appropriate wrap, such as cellophane or shrink wrapping, to prevent damage.
- Matted, unframed work must state on the title display card if it is an original or a print.
- Canvases must have their sides painted, preferably with a solid colour, though wraparound imagery is acceptable (e.g., for photographic prints and abstract works; wrap-around painting is not recommended for landscape images).

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## **CURATING AND HANGING PROTOCOLS**

- An artist may consign up to five original works to the Gallery at one time for display. These must be stored in the storage area.
- A member's number of displayed works may vary, as the display areas are modified.
- Hanging of all artwork is at the discretion of the Curators\*. Please respect their decisions.
- The Curators may rotate each member's work on a monthly basis, as best suits the Curators' decisions regarding placement.
- The Curators will adhere to these Guidelines to the best of their abilities, while maintaining the aesthetic integrity of the Gallery.
- All display fixtures (bins, plinths, easels) will be provided by JAG and ONLY these will be used to display artwork, unless otherwise approved by the Curators.
- Respect each others' artworks: NO placing of artwork in front of another's; no removing of another artist's work during a shift.
- Volunteer Gallery Attendants can display one extra work during their shift on a JAG easel outside the Gallery's sliding glass doors OR behind the sales desk.

*\*Artwork can be hung by a Volunteer Gallery Attendant to fill a vacant spot following a sale. Please choose an appropriate piece from the shelves in the storage room. Please care for the artwork of others as if it was your own.*

## **DURATION**

Artwork submitted to the Jasper Art Gallery will be displayed:

- for a maximum of one year in the Upper Level of the Gallery; and
- for a maximum of two years in the Gallery overall.

*Artwork submitted to Jasper Art Gallery for display at external venues will be on display for the duration of time considered appropriate, at the discretion of the Curator for that site.*

*Last update: March 17, 2025*