



## BEACONSFIELD ARTISTS ASSOCIATION EXHIBITION HANDBOOK

The association typically holds two annual exhibitions, one in the autumn and one in the spring. Additional exhibits and activities where all members in good standing are invited to display and sell their artwork are planned and executed on a yearly basis. Information specifically related to these events is provided as needed.

- Active, honorary, returning and new members must register annually, pay their fees and attend three general meetings per year to be eligible to exhibit up to the maximum number of artworks per exhibition.
- New members who have paid their fees may, at the executive team's discretion, be permitted to display one artwork in the Autumn Exhibition.
- Artists can exhibit up to a maximum of 150 linear inches. Add the height + width of each painting, including the outer dimensions of the frame to calculate the linear inches.
- Unframed canvases must be standard gallery format with at least a 1.5 inch profile, finished edges.
- Sculptors (three-dimensional art: sculpture, ceramics, china) may exhibit up to a maximum of 150 linear inches. Add the height + width of each piece. Depth should be included on artwork identification tags.
- Dependant on both exhibition venue and number of exhibiting artists the executive committee may amend the aforementioned maximum number of linear inches. Participants will be notified of any changes after the exhibition's registration deadline.
- AI, mechanically or commercially produced artworks are not acceptable.
- Exhibitors will be invited to replace sold artwork during an exhibition.
- A 15% deduction from the submitted artwork selling price will be donated to our partner charity.
- The 15% charitable donation is applicable on all sales of exhibited artwork for one month after the exhibition date.
- Registration submissions are due by the deadline at [artbeaconsfield.com](http://artbeaconsfield.com) and hanging fees can be paid to [payments@artbeaconsfield.com](mailto:payments@artbeaconsfield.com). Printable registration forms are available on the BAA website. Contact your telephone committee liaison for help if you are unable to register online.
- Please print your own SUBMITTED ARTWORK form or contact your telephone committee liaison for help. Printable Submitted Artwork forms are available on the BAA website. See - Exhibitions / Forms
- Exhibitors are responsible to fill in the provided BAA Artwork Identification Tags. Blank tags are distributed at the September General Meeting. Additional tags are available. Contact your telephone committee liaison for help. Suggested information to include on your Artwork Identification Tags:



Association des artistes de Becconsfield  
Beaconsfield Artists Association  
[artbeaconsfield.com](http://artbeaconsfield.com)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Medium and dimensions H x W (x D)

\_\_\_\_\_  
Artist Name

\_\_\_\_\_  
Price

## **ARTWORK DROP OFF**

- Bring your completed SUBMITTED ARTWORK form and completed BAA Artwork Identification Tags to the Art Work Drop-Off location on the designated date and time. This completed form serves as our master list with your information.
- Upon arrival you are requested to sign the waiver and fill out, if needed, BAA supplied Artwork Identification Tags
- The Drop Off Committee will inspect your dried, framed or unframed, wired, ready-to-hang works. Unframed artwork must have a minimum 1.5 inch profile, attractively finished. Artwork should be wired with D-ring hangers. Saw-tooth hangers are not compatible with available hanging systems. The frame material itself must be in sturdy and good visual condition. Please have your artwork identification tags attached to each piece so they may be easily removed and displayed beside your artwork.
- The Drop Off and Exhibition Committees may refuse entry of an artwork that does not reflect the association's guidelines and principles. A replacement piece may be agreed upon.
- It is the artist's responsibility to unwrap submitted artwork and place where directed.
- Raffle Donation Artwork must be received during the Drop Off prior to the scheduled hanging time.
- Exhibition space is limited and planned ahead of time. Please respect the registration deadline and maximum linear inch allotment.
- Artists may update their two-page bilingual biography at any given drop off. The Association's Artist Binder is kept on display during our shows. New artists will find their designated two-page space identified alphabetically by a Post-it note. Please discard the Post-it after adding your bio.

## **VERNISSAGE and EXHIBITION**

- Although it's not compulsory, participating artists are encouraged to attend the vernissage. Your audience awaits!
- All members are invited to participate and volunteer during the vernissage and exhibition, including those who are not exhibiting.
- This is your show! To ensure the smooth running of the event, all exhibiting members are requested to participate in the exhibition as volunteers. Please indicate a few potential time slot choices in the volunteer section of the registration form. One of your choices will be assigned to you.
- City of Beaconsfield employees are welcome to volunteer before or after their working hours.
- A group photo will be taken at the end of the exhibition. All are welcome.
- Artwork is not to be removed until the exhibition has officially closed.
- 100% of raffle ticket sales will be donated to partnering charity. The winning raffle will be drawn at the exhibition's closing.
- The Coup de Cœur winner(s) will be announced at the next association general meeting.

## **ARTWORK DONATION**

- All members are eligible to submit an artwork donation towards the raffle in support of our partnering charity.
- A call for submissions will be sent to members. One artwork will be drawn at random and featured on advertisement media for that exhibition.

## **OTHER WAYS TO HELP AND GET INVOLVED**

- Publicity: News, radio, television.
- Distributing printed advertisement.
- Social media: BAA and submissions to the City of Beaconsfield.
- Update visitor email listing with information given at previous exhibition.
- Update the Artist Bio Binder and Publicity Binder.
- Help the Hospitality Team with vernissage preparation.