

SFAS 2020 EXHIBITION GUIDELINES

Congratulations on having your work accepted into the Sooke Fine Arts Show! The Sooke Fine Arts Society welcomes your participation and we're excited to see your creation. ***Please ensure you have reviewed all Guidelines before delivering art to the show, even if you have exhibited with SFAS before, as there have been updates since last year.***

IMPORTANT DATES FOR EXHIBITING ARTISTS IN 2020

Exhibition Fees Deadline	July 11
Delivery of Accepted Artwork	
By valid Courier	Only on July 9 & 10, 9:30am - 4:30pm
In Person	July 11, 9:30am - 4:30pm
Biography Deadline	July 11, 4:30 pm
Show Dates	
Purchasers' Preview	Thursday, July 23, 7-10 pm
Artist Celebration	Saturday, July 25, 7-10 pm
Public Show and Sale	July 24 - August 3, from 10 am daily
After the Show	
Pickup of unsold work	Tuesday, August 4, 2-8 pm <u>only</u>
Artist disbursements	Week of August 17 (cheques mailed)

FEES

Exhibition Fees: Exhibitions fees are \$40 per accepted piece, due by July 11. Fees are payable by any of the following: [online](#) (through PayPal, credit cards accepted, no account needed) at www.sookefinearts.com; in person during artwork drop-off; in person at the SFAS office prior to July 11; by phone using a credit card, or by mail allowing for delivery before July 11. Receipts are available upon request. Please advise SFAS if you are a GST registered artist.

Mailing Address: Sooke Fine Arts Society, PO Box 471, Sooke, BC, V9Z 1H4

Physical Address: Sooke Fine Arts Society, c/o SEAPARC, 2168 Phillips Rd, Sooke, BC

Commission Fees: The Society receives a 30% commission on sales of artwork accepted into the Show. A 30% commission is also charged on items sold in the Gallery Gift Shop.

If you have artwork in the Show and sell that artwork within 60 days of the end of the Show to a purchaser who was introduced to it during the Show, it is understood that the artist will submit the 30% sales commission to the Sooke Fine Arts Society, which is a non-profit charitable organization. Your integrity is requested & appreciated.

AWARDS

Awards are presented at the Artists Celebration held 7-10pm on Saturday, July 25. (Notification of People's Choice, Children's Choice and Youth Art Gallery award winners will be announced mid-August, after all ballots are counted).

8 Awards of Excellence	\$1000 each
3 Juror's Choice Awards	\$500 each
Design Committee Choice Award.....	\$500
Jan Johnson Memorial Award for Social Commentary.....	\$500
District of Sooke Award.....	\$500
People's Choice	\$500
Children's Choice	\$250
Youth Art Gallery (People's Choice)	Art Prize TBD
5 Honourable Mention Awards.....	\$100 each

BEFORE YOU DELIVER YOUR ARTWORK

Your presentation of your artwork is as important as your art. It is an integral part of its design. You must ensure that your artwork adheres to the following requirements:

- Each piece must be completely finished, fully cured, and ready for installation/display.
- Exposed sides of unframed canvases must be finished - either painted or taped.
- Frames for artwork must be tasteful, clean and of a professional calibre.
- Framing mats should be clean and professionally cut. If you sign and/or number the mat, also make sure to sign and/or number the back of the piece.
- An acid-free mat or spacer should be used for any artwork under glass, as it should not touch the glass.
- Each 2D piece must be wired securely and appropriately, using D-rings with screws and wire of suitable gauge. Sawtooth hangers or V-clips are *not* acceptable. (See pages 6 & 7 for illustrations of acceptable hardware and recommended procedure).
- Canvases that are 3/4" or less *must* be framed or will not be accepted (industry standard).
- Write out and submit any special installation/display instructions for your artwork (to be used at the discretion of the Design Team).
- Prepare **four (4)** copies of your 1-page biography (single or double-sided) for inclusion in the Artist Bio Books, which will be on display during the show. You may also include information about your piece (background, medium, inspiration, etc.). (See Biographies below).

- If a courier will be delivering your artwork, it is the artist's responsibility to make arrangements for courier delivery and payment.
- If you are delivering photography, digital art, hand-pulled engravings, lithographs or etchings; each piece must have a signed Certificate of Authenticity attached to the back, stating run & number. Templates are provided [here](#).
- An [Exhibition Requirements Checklist](#) is provided on our website to help you ensure all requirements for exhibition have been met.

DROP OFF AND DELIVERY OF ARTWORK

Location: SEAPARC Leisure Complex, 2168 Phillips Road, Sooke
(First right @ traffic light after the bridge, entering Sooke westbound).
Refer to our [website directions](#) for more information.

By Valid Courier: July 9 & 10, 9:30 am - 4:30 pm only

In Person: July 11, 9:30 am - 4:30 pm only

What to expect on Delivery Day:

- Pre-printed ID information will be attached to your work as it arrives.
- Each piece of art will be checked to ensure it is ready for exhibition. Scratches, cracks, etc., will be noted, and 2D pieces will be examined for appropriate wiring. The triage team reserves the right to request that inappropriate hardware be fixed or replaced before the piece(s) are accepted. Should the hardware still not meet Show standards, the piece(s) may be rejected. No refund of entry fees will be granted for rejected artwork.
- Trained porters will be on hand to move your art safely into the gallery and ensure that your written installation/display instructions (if required) accompany your piece. Artwork will be stored in a secure area.
- A payment table will be in place to allow remittance of exhibition fees, if not paid already.
- You will also be able to:
 - * sign up for paid demonstrations/talks/docent tours during the Show (see below).
 - * deliver inventory to the Gallery Gift Shop; and
 - * pick up the envelope which contains: your artist badge (**required for entry** into the show & the Artist Celebration Evening), your guest ticket to the Artist Celebration event, and your unique artwork receipts.

Note: Couriered art pieces will not allow for pickup of this important envelope.

PLEASE NOTE: If, at Art Drop-Off, the adjudication/design team deem that work delivered is either not true to the images of the accepted piece(s), nor in keeping with show standards, the piece(s) in question may be rejected, without refund.

GALLERY GIFT SHOP SALES

Artists exhibiting in the show are invited and encouraged to sell additional artwork in the Gallery Gift Shop. Items may be priced up to \$150, and can include original works, prints, giclées, books and art cards. Work accepted into the Gallery Gift Shop must be of the same high calibre as accepted artwork into the main show. The gift shop accounts for 40% of all show art sales, offering an excellent

opportunity for artists to increase their exposure and their sales. Visit our website at www.sookefinearts.com/gallery-shop/ for Gallery Gift Shop Guidelines and more information.

ARTIST DEMONSTRATIONS, ARTIST TALKS, and DOCENT TOURS

Artists whose work is accepted into the Show are invited to share their ideas, skills, expertise and techniques with the visiting public through live demonstrations, audio-visual presentations and guided docent tours. This is a great way to engage and educate the public and promote your work. SFAS provides a \$50 honorarium to artists selected to participate in the demonstrations (per 2 hour block), \$50 for the artist talks (1 hour block) and \$25 for the docent tours (1/2 hour block). Local artists (Sooke to Victoria & Saanich Peninsula) will be given first preference for demonstrations, talks and lectures.

Artist Demonstration opportunities exist for four different artists each day throughout the Show. SFAS seeks artists who demonstrate a wide range of mediums, from traditional to experimental, and those who have a plan to interact with visitors of all ages, with hands-on activity, if appropriate.

Artist Talks are presented on the main stage and scheduled throughout the show, allowing presenting artists to share their artistic journeys, professional histories, and insights with audiences. Participating artists will have access to the stage, a microphone (PA system), podium, digital projector and screen. All talks, including supplemental images/videos, etc. are the responsibility of the artists to prepare and must be ready to present at the designated time. SFAS does not convert files, or otherwise assist with presentations/preparations. Artists will be asked to provide a short summary of talk content prior to the beginning of the show.

Docent Tours were introduced in 2019. Leading guided half-hour tours through the gallery, artists can provide new perspectives on the works on display, focussing on specific artistic techniques, styles, thematic works and media. Artists are encouraged to choose a topic that will engage and educate the public on these subjects as they relate to the works in the show. Exhibiting artists are welcome to come in any time after the show opens to view the artworks and plan their tour. We request that you bring your artist badge with you when you do so.

Signing up to give a demonstration, talk or tour is easy. You can do it when you drop off your art, or earlier by emailing SFAS at sfas@sookefinearts.com. Click [here](#) for **ARTIST DEMO AND TALK** agreement form and more information. Click [here](#) for **ARTIST DOCENT TOUR** agreement form and more information.

BIOGRAPHIES

By **July 11**, accepted artists are asked to provide four (4) copies of a 1-page biography on 8½" x 11" paper (single or double-sided). Artist Bio Books will be located throughout the Gallery for use by visitors and prospective purchasers.

Please use a 12-point or larger font in your biography text and include:

- Your name at the top of the page with studio name, contact information and website info
- Other suggested information:
- Your art education/experience, medium and a brief description of your creative process

- Photos of your work
- Some background specifically on your piece(s) in the show which can include information about your materials, or the inspiration behind the piece. Visitors are often looking for more information about a particular piece, so this is an opportunity to further inspire them.

Please Note: *Biographies will not be returned to artists at the end of the show.*

Biography Delivery Options:

- **Deliver** with artwork during Art Drop-Off
- **Mail** to Sooke Fine Art Society: *PO Box 471, Sooke, BC, V9Z 1H4*
- **Drop** off at the front desk of SEAPARC: 2168 Phillips Rd, between 9am & 5pm
- **Send** digital copies to the local Sooke Fax & Copy Centre, for print and delivery:
[Sooke Fax & Copy Centre](#)
 Phone 250-642-3231
info@sookecopycentre.com

COMMITMENT TO SHOWING

All submitting artists signed an agreement indicating that they understand submitting artwork to the Sooke Fine Arts Show is a commitment to exhibiting that work in the show. Pulling a piece after acceptance disrupts the design plan, and means that another artist will have missed the opportunity to show their work. SFAS takes this matter very seriously, and breaking this agreement could result in an administration fee equal to 15% of the sale price of the removed artwork.

AFTER THE SHOW

Pickup of unsold artwork: Tuesday August 4, 2-8pm

Location: SEAPARC Leisure Complex, 2168 Phillips Road, Sooke, BC, V9Z 0Y3

PLEASE NOTE:

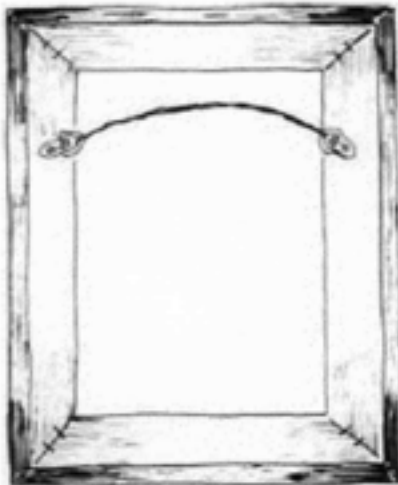
- If you are sending a friend to pick up your unsold artwork, please notify SFAS with the name of the proxy. Please also provide your proxy with your artwork receipt(s) to bring to Art Pickup.
- If, ***through prior arrangement***, you are not able to pick up your artwork by 8pm on Aug 4, there will be a storage fee of \$10/day for a maximum 3 days. SFAS has no ability to store artwork after Aug 8.
- ***If no prior arrangement is made, artwork not picked up before 8pm August 4 will be considered a donation for fund-raising purposes.***
- Courier arrangements are the artist's responsibility. Please advise the SFAS office at sfas@sookefinearts.com or (250) 642-7256 if you are making arrangements for courier pick-up of artwork. ***SFAS is not able to package art or provide packaging materials.***

HARDWARE FOR HANGING ARTWORK

Kelly M. Fiske and illustrated by Karen Trush.
The Exhibition Alliance



Back of frame with "D"-rings attached for hanging directly (without wire)



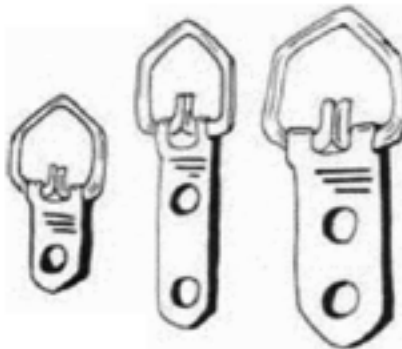
Back of frames with "D"-rings and wire attached

Choosing and Installing the Hardware

Hanging artwork is an essential part of most gallery installations. To ensure that the work does not fall to the floor, three elements are crucial: appropriate hanging hardware, picture wire of adequate strength, and hangers or hooks that are strong and securely attached to the wall. To err on any one of these negates all other efforts to install the work safely. No matter how carefully you have chosen the wire and hanging hardware, a painting hung from a single finishing nail is not going to stay on the wall—at least not for long.

For most framed artwork, two metal "D"-rings should be attached with screws to the reverse of the frame, one at each side, about a quarter of the frame's height from the top of the frame. Metal frames usually have "D"-rings or similar hardware already in place. The work can then be hung directly from two wall hooks, two picture hangers, or two nails. Careful measuring is needed to place the hangers and ensure a level result, but this method keeps all the stress on the frame parallel and provides support at two points. Because it is time consuming, this method is usually reserved for permanent installations; oversize works, or unframed paintings.

A more expedient method is to hang the work using wire in combinations with the "D"-rings. The two metal "D"-rings are attached on the reverse of the frame as described above, but oriented horizontally. A length of wire is threaded through the two rings, and the wire is securely knotted around each ring. The framed work is then hung by placing the wire over two hooks or nails driven securely into the wall.



"D" rings



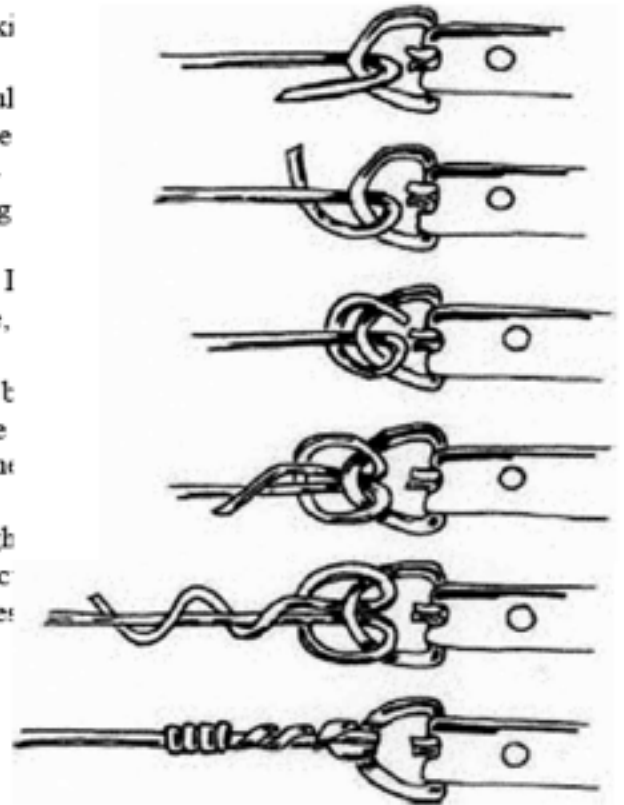
Never use screw eyes

ILLUSTRATIONS OF ACCEPTABLE HARDWARE AND RECOMMENDED PROCEDURE (CONT'D)

"D"-ring hangers are available in a variety of sizes, making them appropriate for most framed works. Screw eyes should never be used since they tend to loosen from the frame and pull free. They also pose a hazard when artwork is stacked because as projections, they can scratch or puncture other works. "D"-ring hangers lie flat during display and during storage, making them less hazardous as well as more secure.

Hardware should be attached while the frame is empty. If hardware must be attached when there is artwork in the frame, carefully measure the thickness of the frame and note the location of the artwork in relation to where the hardware will be attached. To avoid damaging the artwork or the frame, choose screws which are considerably shorter than the frame or strain and proceed with caution.

Before attaching a wire to the "D"-rings, carefully weigh the framed pieces. Once you have determined its weight, select braided steel wire that is designed to support at least four times that weight. Braided steel does not fray or split as easily as twisted wire, and "under loading" the wire is a good safety measure. If the strength (often expressed as "lb. test" or "breaking strength") is not indicated on the spool, the manufacturer should be able to provide that information.



Top to Bottom:
Recommended method for knotting wire
around "D"-ring

Carefully knot the wire around the "D"-rings so that it cannot slip, and tightly wind the loose ends around the main strand to keep them from unraveling and to prevent them from scratching or puncturing other works. The ends can also be taped as an additional precaution. The Gallery Association uses a knot similar to a "fisherman's bend" which is easy to tie and very secure.