

## **GENERAL FCA SUBMISSION GUIDELINES**

**COLLECTION:** At the end of an exhibition, if collecting unsold artwork(s) in person, artists can either:

- a) Collect their artwork before 3 PM on the last day of exhibition or
- b) Wait until the Thursday following the last day of exhibition to collect

This window allows staff and volunteers time to correctly file and label your artwork for easy retrieval.

If you would like to arrange another person to collect on behalf, please email their full name and date they will collect to [fcagallery@artists.ca](mailto:fcagallery@artists.ca)

They should bring two pieces of photo identification with them and be prepared to be asked for them.

To better assist us with your collection, please call the office on 604-681-8534 and let us know what date and time you'd like to collect your artwork. We can pull the piece from storage and have it waiting for you.

**COPYRIGHT:** Artwork submitted for jury that makes substantive use of the artwork of another artist or photographer will not be accepted for jury unless express permission for use is granted by the original artist/photographer or the reference material is within the public domain.

All artists submitting to Federation Gallery must sign the entry form which, among other things, declares that their artwork is not a copy, derivative or based on the work of others or in any way an infringement of copyright. The FCA reserves the right to reject submitted artwork that appears to be in direct violation of copyright law.

According to Canadian law the artist retains copyright of their work. If your work is successfully juried into this exhibition we may use the image on our website, posters and in other advertising media both printed and digital.

The FCA reserves the right to refuse entries that are not accurately represented by the digital photograph submitted for jury. All artwork must be signed by the artist.  
submitted for jury. All artwork must be signed by the artist.

Members may not enter a piece that was the result of a workshop or class. Only work that is new to the Federation Gallery may be entered for this call.

**DELIVERY:** Costs of shipping artworks to and from the gallery are the responsibility of the artist. If the artwork does not sell, the artist will be contacted directly to arrange for return delivery at their expense. Please direct questions regarding shipping please contact the Gallery Technician via [fcashipping@artists.ca](mailto:fcashipping@artists.ca)

If your artwork arrives after the delivery deadline it will not be included in the exhibition.

**DISPLAY:** All canvases must be wired ready for hanging. Unwired works will incur a \$20 wiring fee. Works that do not fit this criteria, or arrive in disrepair will be removed from the exhibition.

**INSURANCE:** The FCA does not provide insurance for artwork. If the artist would like to insure their artwork during transit and exhibition, they must do so themselves.

**PRICING:** All artworks must be available for sale with prices listed in Canadian dollars for every exhibition with the exception of Success! and our online exhibitions. Artists are informed immediately when sales are made either by phone or email. The FCA takes 35% commission on sales, which the artist must factor in to their pricing at the time of submission. By participating in this exhibition, the artist agrees to allow the FCA to negotiate up to 10% from their submitted price to facilitate sales.

**SIZE:** Artworks can be no larger than 4 ft. wide and 8 ft. tall

**SUBMITTING INFORMATION:** Artists cannot change details on their submission after the deadline for entries has passed. Attempts to change submitted information after the deadline, or when the artist delivers will not be honored.

The artist is responsible for ensuring that the information provided at the time of submission is correct. This includes the correct orientation for and clarity of, uploaded JPEG images. Images submitted that are blurry, poorly cropped, display a background, or are the wrong orientation will be declined without refund.

Exhibition labels, show lists and online information are generated from the information provided at the time of submission. Please ensure that submitted details are correct before completing the submission.

**HOW TO ENTER:** Submissions are accepted online only at [www.artists.ca](http://www.artists.ca)

**Artists are advised to submit as early as possible to allow time for troubleshooting. If you have any questions or need assistance, please contact the Gallery Coordinator at [fcagallery@artists.ca](mailto:fcagallery@artists.ca) three days prior to the deadline. Artists submitting at the last minute may not be able to receive the assistance they need.**

### **ENTRY FEES**

Entry fees are non-refundable and accepted in Canadian dollars only.

### **CONDITIONS**

Submission of entry to this exhibition automatically constitutes the entrant's acceptance of the guidelines and rules outlined in this booklet. The juror's decision is final.