

Exhibiting Status Acceptance Package

Congratulations on your Exhibiting Status with the
Federation of Canadian Artists!

Benefits of Exhibiting Membership

- You can now submit your work to most **Juried FCA Exhibitions**. Visit www.artists.ca and log in to see which exhibitions are currently available for Exhibiting Members with your username and password. To reset this information, contact the Membership Coordinator via membership@artists.ca
- Exhibiting members can also participate in the **Curated Collection**. This online and in-gallery collection is designed to drive sales with zero submission fees. It is not an exhibition or a qualifying call for entry, rather an additional perk on top of your Exhibiting member benefits. There are specific size and substrate requirements. Select works that meet these requirements may be invited to exhibit in the gallery display stands. For more information please contact sales@artists.ca
- **FCA Membership Badge**: This badge confirms your current level of membership with the Federation. We recommend placing it on your website, business card, or brochures, as a symbol of the level of quality and professionalism you have achieved. You can download your Exhibiting membership badge by going to “**Member Resources**” and “**FCA Member Badge**” at: http://artists.ca/member_resources/fca_member_badge When you add the badge to your website, please link it to the following page which will explain the significance of your membership status: www.artists.ca/federation_membership. Badges are updated annually, so be sure to update your badge when you renew your membership each year
- You will continue to receive your Art Avenue magazine, our eNewsletter, invitations to openings and discounts on our education programs. Should your work be accepted in a juried FCA exhibition, it will appear on www.federationgallery.com

Member Self-Service Portal

- Exhibiting Federation members have access to a customizable **Member Self-Service Portal** which allows artists to update and make changes to their profile and review their artwork inventory. We have a YouTube playlist of videos that explain the benefits of using the portal with instructional videos to get you started.
https://www.youtube.com/playlist?list=PLhcS0BcCIDt6d4gDf54B3Nh8F_4wUv3yY

- The Member Self-Service Portal will allow you to mark "For Sale" any artwork that has previously been accepted into a Federation exhibition, should you want to continue to sell even after an exhibition has finished.
- It is important to keep your Member Self-Service Portal updated as once an exhibition ends all artwork is marked as "Not for Sale." We do this as our contract to sell your artwork also ends once an exhibition is over. If you want our sales team to continue selling your work after a show, then you will need to set it "For Sale" again.
- If you change your mind, and want to sell your artwork on your own, you will need to set it as "Not for Sale".

Elected Status

- You can now work towards your **“Elected status”** (AFCA and then SFCA). Exhibiting Members are eligible to apply for Elected Status after acceptance in 7 juried FCA Exhibitions in 4 years or less. The application deadline to the Selection Committee is in October each year.
- Artists are responsible for recording and keeping track of their acceptances and recognized artworks to apply for this status.
- **Important:** Exhibiting members must not use the designation AFCA or SFCA after their names. This designation is reserved for Associate / Senior members. As a member of the Federation of Canadian Artists, it is also illegal to use the initials FCA after your name as those initials designate being a Fellow of the Chartered Accountants.

Juried Exhibition Submission Guidelines

- All juried show submissions are online at: <https://artists.ca/submissions/index>
- Before submitting for the first time, please watch the **video tutorial** on our website here: http://artists.ca/member_resources
- Information on how to photograph your artwork / show submission guidelines / getting your painting to the gallery and getting it back, as well as many more tips and information can be found on our website at: http://artists.ca/member_resources/information_for_artists

- All exhibitions have different themes, accepted media and guidelines. We create Submission Call Booklets for each exhibition, **be sure to read them in full before submitting** - there are no refunds on erroneous or incomplete submissions
- Further, when entering submission information be sure to include the media and substrate in the "media" field. If you only submit the media, without the substrate (i.e paper, panel canvas etc) your submission will be declined without refund
- Check the grammar, spelling and submitted sizes and prices of your submissions before finalizing your submission. **You may not make changes to your submissions after they are finalized.** Your in-gallery label, online listing, and presence in printed material are generated from what you've typed at the submission stage, be sure to proof your submissions before finalizing.
- The description field on the submission pages is optional and a place to provide additional information to FCA staff and potential clients about your artwork. Use this box in your submissions to tell us something about the artwork that we cannot tell from looking at the piece, that will help facilitate a sale. This information will be printed as part of your exhibition label and displayed next to your artwork. For example, if you have painted a landscape tell us the location.
- For assistance with submissions, please contact the Gallery Manager at **gallerymanager@artists.ca**, at least 3 days prior to the exhibition deadline. Staff cannot submit on your behalf or make changes to your submission for you
- Each exhibition is juried by a panel of 3 different Signature member jurors. You will receive one of three results from the accumulated point scores; **“Accepted”**, **“Recognized”**, or **“Declined”**:
 - **Accepted** artworks are accepted for display in the gallery and you will receive an exhibition contract and appropriate information by email once your work is accepted. This result counts as one point towards your Signature Status.
 - **Recognized** artworks have scored highly enough to meet FCA standards but haven't scored highly enough to be displayed in the gallery. Recognized artworks count as one point towards Signature Status and will be displayed for the duration of the exhibition online at www.federationgallery.com
 - **Declined** artworks have not scored highly enough to meet FCA standards. Declined works can be submitted again to another FCA exhibition

- Artwork that wins an award in any FCA exhibition may not be entered into any other Federation exhibition, except when the first exhibition was a Chapter exhibition and the following exhibition is a National Open Exhibition or an exhibition held at the Federation Gallery
- If an artwork is ever successfully submitted to an exhibition at the Federation Gallery in Vancouver and has hung on the wall, you may not submit the same piece again except as part of your Signature Status Application
- You cannot alter, paint on, or add to an accepted or recognized artwork before the exhibition, delivered artwork must appear unchanged from the image you sent for jury.
- Artists cannot withdraw or sell accepted or recognized pieces once the jury is complete. Artists who remove artwork from exhibitions, either before or during the stated exhibition dates, or sell artwork outside of the Federation after having received an accepted or recognized result on their submission, are subject to a \$100 Withdrawal Fine. Artists may not participate in future exhibitions until this fine is paid.

Image Specifications for Submissions

- Must be a true copy of the original artwork in values, intensity and colour.
- File format must be JPEG (.jpg)
- Images are required to be at least 1500 pixels on the long side (for a vertically oriented image, the height should be this size or greater, and for a horizontally oriented image, the width will have to be that size or greater in pixels) at 300 ppi. You will know if your image meets the required pixels when you attempt to upload, if your JPEG is not the correct size, you will receive an error message.
- Recommended maximum image size is 2000 pixels on the largest dimension (either height or width). Anything larger than 3000 might not upload.
- Please ensure the image you upload is cropped so that only the painting/image is visible. Use a photo or image editing program to remove unwanted parts, such as frames, or edges of the canvas. Uploaded images that include these elements will be declined without refund.
- The maximum file size is 24MB. If your image file size is greater than this, use a photo or image editing program to reduce the size of the image before uploading.

Copyright Agreement – READ CAREFULLY

All artists submitting to Federation Gallery must agree to sign a waiver declaring that their submitted 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. Copyright infringement is defined as the use of any material as source for, or incorporation into, a work of art for which the artist does not own the copyright or does not have written permission from the copyright holder to use. Any issues of infringement of copyright that may arise in are the sole responsibility of the authoring artist, and the FCA accepts no responsibility whatsoever for infringement of such rights, nor for any loss, damage, penalties, awards or administrative or judicial orders arising therefrom.

While using photos as reference for painting is a long-held accepted practice, making substantive use of stock imagery or photos taken by professional photographers is not permissible, even with permission from the photographer. Photographs by professional photographers are considered artworks in and of themselves. Reference photos must be taken by the artist themselves. Stock images may only be referred to for anatomical study and must be incidental to the completed artwork to be permissible. If in doubt, the jurors may request to see your reference material and require proof the images are your own.

All exhibition submissions must be of archival standards. That being, must have the structural integrity to last 100 years. For detailed information about standards and policy, refer to the policy manual: <https://artists.ca/about/governance>

FCA Framing Standards

Image Size Description

- The industry standard used by the FCA for describing the dimensions of any given artwork is: height x width measured in inches. There are separate fields for the framed and unframed dimensions of your work. Enter the ones that are applicable to how your artwork will be presented if selected for exhibition.
- **Do not guess framed dimensions.** If you can't tell what the final dimensions or price of your work will be because you haven't yet purchased the frame, and this is an artwork that requires a frame, then this artwork is not ready for submission to a Federation call for entry and you should submit something else.

Matting and Framing

- Works on paper, canvas board or pressboard/panel must be finished to an archival standard and either framed, or mounted / adhered to a gallery wrap canvas or cradled

wood panel. The panel edges must be completely void of paint or completely covered, and at least 1 and 1/2" inches thick.

- Artwork must be fitted with d-rings and plastic-coated hanging wire. Improperly wired works will incur a \$20 wiring fee.
- No “teeth” fixtures are permitted, no French cleats, or hanging directly from frame / canvas on a nail. Unframed canvas must have all sides painted and staples must be on the back of the stretcher bars.
- Works that arrive in disrepair will be fixed where possible, at the expense of the artist, or removed from the exhibition. The FCA reserves the right to refuse to display any artwork.

Delivering Artwork

- Costs of shipping artworks to and from the gallery are the responsibility of the artist. If a shipped or couriered artwork does not sell, the artist will be contacted directly to arrange for return delivery at their expense. Please direct questions regarding shipping to the Art Handler via shipping@artists.ca

Collecting Artwork

- Artists must wait until the Thursday following the final day of exhibition to collect their unsold artwork, if collecting in person. This allows the Art Handler ample time to organize artworks for pickup after take-down. Artists must collect artworks within **2 weeks** of the first pick-up day. The FCA will store artwork for an **additional 2 weeks** during which the artist will be subject to \$20/week storage fees. After this period the artwork becomes the property of the Federation.
- If you would like someone to collect on your behalf, you must email your name, the name of the person collecting, the exhibition name and the expected collection date to the Fine Art Consultant (sales@artists.ca) and least 3 days in advance of the planned pickup day. We will not release any artwork to unauthorized persons.

Sales of Artwork

Commission and Sale Policies

- The Federation of Canadian Artists takes a 35% commission on all artwork that has sold from an exhibition unless otherwise specified in the accompanying call booklet. If our Fine Art Consultant offers you a sale of artwork that hasn't displayed in our exhibitions, the FCA retains a 50% commission. The artist agrees to allow the

Federation to negotiate a sale on their behalf including up to 10% off of the artist's submitted sale price. Please factor in this allowance when submitting your sale price, which should also cover the price of the frame if the artwork is framed.

- Artists will receive notification of their sale from a staff member the same day or day after their artwork has sold.
- If you have one, please let the Fine Art Consultant know your GST number as soon as possible so we can distribute your portion of the sale accurately.
- Clients incur the cost of delivery of sold work from our gallery.
- If your artwork is not at the gallery when the sale happens, the artist is responsible for delivering the artwork to the gallery and the associated costs.

Reimbursement

- Reimbursement from sales is provided via cheque payment and issued within a month of the sale date. The reason for this timeframe is that we offer a two-week return policy to clients. They pay the full amount for an artwork up front and have two weeks in which to return the work.
- The Federation does not disclose the names or contact information of our clients to artists who've sold their artwork through our organization and/or exhibitions.

Useful Contacts

- For submission and exhibition inquiries, please contact the Gallery Manager gallerymanager@artists.ca
- For Art Handling, delivery and artwork return contact the Art Handler to shipping@artists.ca
- For Sales, contact the Fine Art Consultant at sales@artists.ca
- For Education opportunities, including classes, critiques, workshops, the annual retreat and applications to be an FCA instructor, contact education@artists.ca
- When you're ready to pursue your next level of membership with the Federation, contact the Membership Coordinator at membership@artists.ca



1241 Cartwright Street Vancouver, BC V6H 4B7
Federation Office 604.681.2740
membership@artists.ca
www.artists.ca

End of Exhibiting Status Acceptance Package

- Congratulations again on your latest membership status with the Federation of Canadian Artists.
- If you have any questions pertaining to your new membership, please direct them to the Membership Coordinator at membership@artists.ca