

## How to Prepare and Deliver Your Artworks

### 1. Prepare your Artwork

#### Exhibition Theme

It's not mandatory to follow the theme for any of the exhibitions, however, it is a good challenge for many artists.

#### Exhibition Requirements

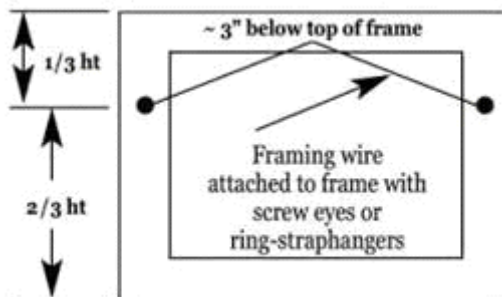
All work must be original and the work of the artist. New work is required for each new exhibition within any 12-month period.

We must emphasize that, due to limited hanging space, your artwork must not be larger than 36"x40" (outside dimensions).

Ensure your artwork is dry and ready for hanging. **Use D-rings** (minimum 1/4" size) on the back of the frame.



Attach the D-rings about 1/3 of the frame height from the top to ensure your picture hangs nicely.



It is acknowledged that some metal frames cannot accept conventional D-Rings. In this case, the Exhibition Coordinator may need to use plastic multi-purpose cable ties.

If you are submitting a triptych or other multi-piece work, you must securely attach the separate pieces together so they can be safely hung as one unit, and the overall dimensions cannot exceed 40"x36".

## 2. Deliver your Artwork

Drop off your artwork at the **owaa gallery**, located in the Goulbourn Recreation Centre (GRC), between 8:30 and 9:30 am on Saturday morning the day of the Changeover.

The Gallery Coordinator will supply a Gallery Card for each piece. When you arrive at the GRC, sign in your artwork, collect your Gallery Card, and loosely attach it to your artwork with green tape.

We appreciate your effort to deliver new artwork, and collect previously-exhibited work, on time in order to allow our Curator to complete the hanging of the exhibition without delay.

If you had displayed a piece in the previous exhibition, don't forget to sign it out and bring it home. There are no storage facilities at the GRC. If you are unable to pick up your work from the previous exhibition please have someone else do so at 8:30 am and notify the Exhibition Coordinator of the person's name. That person should sign out your piece on your behalf.

## 3. Volunteers

Volunteers are always needed to help with the hanging and take-down tasks. It's a great way to socialize with other OWAA members and it's fun seeing the new show go up. Don't be afraid to volunteer - no experience is required. Volunteers are especially needed during the sign-in, sign-out period.

We don't have a lot of meetings in the OWAA, so the bi-monthly Changeover morning is one of the few opportunities to chat with your fellow members.

## 4. Sales Process

When you are approached by a buyer to sell your artwork, contact our Treasurer. The Treasurer will meet you and the buyer at the gallery at a convenient time to process the sale. If you cannot contact the Treasurer, contact any member of the Executive.

Should a quick sale arise when there is little time to contact the Treasurer or a member of the Executive, you may process the sale yourself and follow up as soon as with the Treasurer. The payment due is the full amount on the gallery card, or a price negotiated between the artist and buyer. Ask the buyer to issue a cheque made out to the Ottawa West Arts Association. Alternatively, the buyer may pay with cash. The Treasurer will issue a receipt to the buyer and a cheque to you, the artist, (less the 15% commission). Record the name and contact information of the buyer. You should replace the sold piece with another of similar size.