

Guidelines for
Warmland Calligraphers
Calligraphy Exhibitions and Sales

**ALL ARTWORK MUST HAVE AN ARTWORK INFORMATION SLIP
ATTACHED TO THE BACK**

DELIVERY OF WORK

Delivery information will be emailed to all members. You may be asked to bring to a meeting or to deliver to a member's home. Please remember to call ahead to arrange a mutually convenient drop-off time.

PICKUP OF UNSOLD WORK

If you cannot pick up your own work then please arrange for someone else to do so and Put that person's name of the form.

SUBMISSIONS

You are encouraged to submit more than one piece if possible; there is lots of wall space to fill. No restrictions on size - we need large works as well as small and medium ones. We are hoping for participation by all of our members, at all levels of calligraphic expertise. Yes, some of us are beginners and reluctant to show our "youthful" skills, but please gather up your courage and enter your work - the first time is the hardest! It would not be nearly as interesting an exhibition if only the "senior" calligraphers participated.

THE RULES

ONLY FRAMED WORKS ARE ACCEPTED:

Frames should be secure and clean, pieces framed in better quality frames tend to sell more readily.

Wire should be attached one third of the way down from the top of a small frame and somewhat less for larger frames (a quarter of the way down on a very large frame) with just enough slack in the wire that one's hand can reach behind to place the wire over the hook.

After attaching the wire to both sides of the frame, cut off excess wire so that the middle of the wire is clean for easy hanging on hooks. The cut wire ends must be covered with asking tape for the safety of those hanging the exhibit.

DUPLICATION

Please use a quotation only once in your submissions, unless the works are very different in size and media.

PRICING YOUR ART

Not all exhibition sites allow sales, but when they do, you must have a price on your art. It's always difficult to know how to set a price on our work. Sometimes the site will take a commission. Plan for that in your pricing.

One idea is to double (or more) the cost of the frame, mat, hanging apparatus and any special materials you used so you will at least be reimbursed for your expenses.

Example: 20% commission

If your frame, mat etc. cost about \$25.00, you might set a price of \$50.00 and if your work is sold, you will receive \$37.50.

THE PAPER WORK

For each Exhibition, please fill out the LIST OF ARTWORK and submit with your work.

Some Exhibition Venues will require a Contract. Please fill in the CONSIGNMENT CONTRACT and in the blank space add the applicable % Commission.

These forms are available on our website. (Galleria page)

OTHER QUESTIONS?

Call or email and we'll try our best to help out!

Denise Rothney 250-597-2847

deniserothney@gmail.com

Debbie Craig 250-743-0600

adventurian@mac.com

Artwork Information Slips



Artist Name _____

Phone/Email _____

Title _____

Medium(s) Used _____

Dimensions _____

Hand(s) Used _____

Comments _____

Price _____

Date _____

Permission to photograph granted

Portals Sunridge VIRL _____

_____ _____ _____

If found: Please contact Lucy at 250-748-5518



Artist Name _____

Phone/Email _____

Title _____

Medium(s) Used _____

Dimensions _____

Hand(s) Used _____

Comments _____

Price _____

Date _____

Permission to photograph granted

Portals Sunridge VIRL _____

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Medium(s) Used _____

Dimensions _____

Hand(s) Used _____

Comments _____

Price _____

Date _____

Permission to photograph granted

Portals Sunridge VIRL _____

_____ _____ _____

If found: Please contact Lucy at 250-748-5518

ARTIST'S NAME: _____

Please print



LIST OF ARTWORK FOR _____ EXHIBITION

For the use of the Warmland Exhibition Committee. Must be handed in with artwork submissions.

#	TITLE	MEDIUM	PRICE	DATE SOLD/ R ETURNED
	<i>Example: Blue Roses at Dusk</i> TO BE COMPLETED BY ARTIST	<i>Ink, watercolour, 24k gold</i> TO BE COMPLETED BY ARTIST	<i>\$100</i>	<i>S or R + date</i> TO BE COMPLETED BY COMMITTEE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

LIABILITY CLAUSE:

The responsibility of obtaining insurance covering theft and/or damage of calligraphic works for all Warmland Calligraphers' exhibitions **is the sole responsibility of the individual calligraphers.**

_____ Date

_____ Signature of artist

Name of person who will pick up my unsold work _____

CONSIGNMENT CONTRACT

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2				
3				
4				
5				
6				
7				
8				
9				
10				

For the use of the EXHIBITION VENUE. Must be handed in with artwork submissions.

CONTRACT TERMS:

All items will be charged a ___% consignment fee which will be subtracted from the list price upon sale

Payment to the Artist from sales will be as soon as possible after the Exhibition

Insurance for consigned items is the sole responsibility of the Artist

The Exhibition venue WILL NOT BE HELD LIABLE FOR ANY DAMAGES

I have read, understand and agree with the Terms in this Contract.

Artist Signature

Date