

CHECKLIST FOR BUSINESSES THAT EXHIBIT ART



What to include in your call for submissions:

The Basics

- Exhibition theme
 - What is your exhibition about?
- Venue or establishment description
 - Tell us about your space!
- Exhibition dates
 - When will the exhibition be displayed?
- Submission deadline
 - When is the last day to submit to your exhibition?

What to include in your call for submissions:

Artwork Display Options

- Preferred media
 - What type of work are you willing to display?
 - Wall-hanging, sculpture, etc.
- Hanging limitations/expectations
 - Are you prepared to hang art directly on your walls?
 - Will you provide the necessary tools and hardware for hanging/displaying?
 - Who will be responsible for any patching/repair to the walls?

What to include in your call for submissions:

Artwork Display Options

- Size limitations
 - How much space do you have to display the artwork?
- Do you provide pricing tags or extended labels?
 - If no direct prices, is there a publicity/sales binder located somewhere visible?
- What are your options for lighting and display?
- Have you made this display information clear in your call for artists?

What to include in your call for submissions:

Submissions Process

- Process for submission
 - Will artists submit in person, through e-mail, etc.
- Indication of whether all applicants will be contacted post call deadline OR if only successful applicants will be contacted
- Provide the name and contact information of someone who can answer artist questions about your call for submissions

What to include in your call for submissions:

Fees

- Will the artist be paid?
 - Exhibiting artists should be compensated with a fee for presenting their work
 - Businesses may also choose to pay a rental fee for exhibiting select works of art
- Industry standard can be calculated through CARFAC's [Artist Fee Calculator](http://www.carfac.ca/carfac-raav/fee-calculator.php) (<http://www.carfac.ca/carfac-raav/fee-calculator.php>)

Preparing to Host An Exhibition:

Artist Contracts

- Provide the artist a contract or memorandum of understanding
 - Include what commission on sales you take
 - What commission does the artist receive?
- Do you offer insurance on work while it is shown?
 - If you cannot provide insurance this must be indicated and agreed upon beforehand
- What is your procedure for work that is damaged or destroyed at your establishment?

Preparing to Host an Exhibition:

Publicity, Permissions, and Procedures

- What publicity can you offer?
 - Social media posts, advertisements, posters
- Do you host an opening for the work? If so, what is included?
- Do you allow the artist to leave promotional material such as business cards or exhibition postcards?

Preparing to Host an Exhibition:

Publicity, Permissions, and Procedures

- What is the procedure for artwork that is sold?
 - Do you report sales monthly/weekly/as they happen?
- Do you obtain the artists' permission before moving/removing any artwork?
- Do you have the artist's permission before allowing guests to take photographs of the artwork?



Contact Us:

If you have any questions

By phone: 905 481 3218

By email: info@hamiltonartscouncil.ca

Or visit our office by appointment:

51 Stuart St Hamilton, Ontario



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[@HamArtsCouncil](https://www.instagram.com/HamArtsCouncil)



www.facebook.com/hamiltonarts.council



The Hamilton Arts Council publicizes calls for submissions free of charge on our website and through a bi-weekly Calls for Entry e-newsletter.

Exhibition calls can be sent by email to info@hamiltonartscouncil.ca for inclusion in these communications channels.