

**Canmore Artists and Artisans Guild
(CAAG)**

Gallery Policy

**March 2004
Revised June 26, 2006**

GALLERY DIRECTOR'S RESPONSIBILITIES

The gallery director shall

- coordinate all gallery activities;
- encourage all members to participate in CAAG group exhibitions;
- encourage members to have private or semi-private art exhibitions;
- coordinate submissions and hanging of exhibits and gallery maintenance;
- ensure that exhibitors have been informed of CAAG's insurance policy;
- manage the schedule as close to the template as possible;
- liaise with the library regarding guild, town and library use of the gallery.

TREASURER'S RESPONSIBILITIES

- A 20% sales commission will remain with CAAG upon any sale of artwork. The treasurer will pay the artist 80% of the sale in a timely matter.

MEMBERS' RESPONSIBILITIES

For All Exhibits

- Artwork must meet "community standards". If the gallery director questions this, the ultimate approval for any artwork will be up to the Library Board.
- Insurance for artwork is the responsibility of each displaying member.

- Artwork must be original, i.e. not copied from the work of any other artist and not copied from another person's photograph without written permission.
- All artwork must be dry and framed or otherwise suitable for display. Screws and hangers must be able to support the artwork. Frames must be rigid, with artwork firmly fastened in and ready to hang. Wire ends must be bound with tape and the glass clean.
- Artist's name and contact information shall be written on the back of the picture. The artist shall ensure that the gallery director has a current biography.
- Artists shall endeavor to be punctual for art drop-off and pick-up times or make other arrangements in advance.

For Group Exhibits

- Once a group exhibition is installed, no artist has the authority to alter it in any way without the consent of the gallery director or a member of the executive.
- Members must sit at least 2 shifts per piece displayed in each exhibit or find sitters to cover their shifts for them.
- Work submitted for CAAG exhibits shall not have been displayed in any previous CAAG group exhibits.
- Any member whose piece is selected for the CAAG poster, must have that piece included in that exhibit.
- Titles, medium, price, artist's name, address and phone number shall be written on the submission slip.

For Private/Semi-Private Exhibits

- Requests for a private or semi-private exhibit must be made by submitting copies of a signed *Exhibit Application/Contract for Private Shows* to the gallery director and the treasurer.
- A deposit of \$100 must be made at the time a private or semi-private exhibit is requested. The exhibitor will not be wait listed or booked until the deposit is received.
- An exhibitor will be fully refunded the \$100.00 deposit if (1) the gallery is in the same condition after the private exhibit as it was before, or (2) notice of cancellation by the exhibitor is more than 180 days before the opening date. If less notice is given, the refund amount will be at the discretion of the executive.
- If the artist who requests an exhibit is already represented in a commercial gallery in Canmore, the artist must obtain approval from that gallery before finalizing the booking of an exhibit with CAAG.
- Exhibitors are responsible for cleaning the gallery after the exhibition, providing a cashier at the opening, and for advertising the exhibit.
- *Exhibitors are responsible for providing sitters for the gallery for the duration of their exhibit. Unless otherwise noted in writing by the exhibitor, the gallery will be closed if no sitter is available.*

GOAL OF THE GALLERY POLICY

The goal is to encourage member input, to encourage members to be productive, to encourage new members, and to provide opportunities to participate in group and/or private exhibits.

GROUP EXHIBITS

Themes for group exhibits must be approved by members. Group exhibits will be considered open unless a theme is suggested and approved by a majority (quorum not required) at a general meeting. Notwithstanding, themed exhibits shall be limited to 50% or less of all group exhibits in a given year.

SCHEDULING OF EXHIBITS

Exhibits shall run a maximum of three weekends, and fit into the attached annual template. Proposals for exceptions to this policy shall be brought to a general meeting to be approved by a quorum. The schedule must be approved by the members. The executive may approve amendments to the schedule, provided there is insufficient opportunity for the membership to approve the amendment.

SPECIALTY EXHIBITS

All CAAG specialty exhibits (e.g. 3-dimensional exhibit and photography exhibit) shall be planned and organized by a volunteer committee of any interested guild members. Each volunteer committee is strongly encouraged to solicit involvement from other artists from the community. Committee proposals will be brought to general meetings for discussion and approval.