Exhibition Submission Requirements & Guidelines

Delivery Information

Artists are responsible for dropping off, installing, and picking up their artwork on the dates and times specified in the exhibition contract to the following location:

**Leigh Square Community Arts Village**
#1100 -2253 Leigh Square
Port Coquitlam, BC V3C 6B8

Installation Condition

- The artist(s) will hang the exhibition in a way that meets the City’s guidelines and requirements. The City will provide one staff member to assist the artist(s) with the exhibition installation.
- Artwork must be provided exhibition-ready: works on paper must be matted and framed; canvases must be on a stretcher; three-dimensional works for the wall or free standing must have appropriate hanging and supporting structures.
- Artwork must be properly identified on the back with name, title and date.
- Artwork will be inspected upon delivery to assess its physical condition and hanging structure.
- The City of Port Coquitlam reserves the right to review all artworks and have final say of the artwork that is and is not displayed.
- The artwork delivered for display must be of the quality and theme as described in the submission proposal. The City reserves the right to cancel the exhibition should the work delivered not match the submission proposal. It is incumbent upon the artist to advise of any changes to the exhibition theme or artwork as soon as possible and prior to the time of installation.
- One month prior to the installation of the exhibition, artist(s) must submit a complete list of artworks (excel template will be provided) that includes the artwork title, date, medium, dimensions, and price if the artwork is for sale.
- Please see the photo below and ensure that your artworks can be hung from this type of hardware:
Sales

- Artwork can be marked for sale or for display only (not for sale) as determined by the artist.
- Artworks sold during the exhibition period will remain on display until the exhibition closes.
- The City of Port Coquitlam will handle all sales and sale inquiries.
- Profit from sales of artworks is as follows: 70% to the artist/maker and 30% to the City of Port Coquitlam
- Payment to the artist will be made at the end of the exhibition period. The City reserves up to four weeks to process payment to the artist.

Copyright

The artist agrees to allow the City to use images of the artworks for promotional, publication, educational, and information purposes in print and digital formats including web, and social media. Consent is given by the artist through this act of submission.

Programming

Programming opportunities to accompany the exhibition such as workshops, artist talks or other, are available and must be included in your Statement of Proposed Work and Exhibition Theme.

Opening Reception

An opening reception will be coordinated for the exhibition by the City of Port Coquitlam. The artist will be responsible for cross promotion of the event.

Artist Fee

Professional artists will be paid an honorarium amount of $250 for exhibition of their work at each of the two galleries: the MWAG and Outlet Gallery. Community and school groups will be provided an honorarium of $150 in total.