

Art Committee
The Arts & Letters Club of Toronto
Exhibition Guidelines
revised February 2017

Eligibility

- All members of the Arts & Letters Club are eligible to enter Members' Group Shows.
- From time to time the Art Committee may organize specialized exhibitions.
- While the exhibiting of recent work is encouraged, it is understood that retrospective solo shows will likely include work that has been completed over longer periods of time. Work submitted for group shows should not have been previously shown at the Club.
- All Club exhibitions will be juried and the jury's decision will be final. Jury members who have been approved by the Art Committee will consist of two visual art Club members as well as one outside visual art guest member.
- The Club reserves the right to refuse any work.

Presentation

- **Size:** A framed work that is 40 inches or more on the long side must use plexiglass or acrylic sheeting in order to lessen the possibility of breakage, lessen the weight and lessen the possibility of injury to those installing the show.
- **Frames:** Frames and mats must be in good condition. Work must be properly secured to the frame. Masking or parcel tape for this purpose are not acceptable.
- **Hanging Devices:** All works must be equipped with appropriate strength taut wire 4" wire from the top. D-ring hinge hangers (one on each side) as well wire are recommended to facilitate ease of installation and balanced hanging. Frames with saw-tooth metal clips are not accepted. Other hanging devices may or may not be accepted based on their compatibility with our system.
- **Safety:** To avoid injury to those installing a show, metal frames should not have any sharp edges at the corners. The ends of hanging wire should be wrapped with masking tape.
- **Identification:** All works must be labeled on the back, or the case of sculpture, on the base, with the artist's name, telephone number, title, medium and selling price.

Sculpture and Low Relief Work

While there is a very limited amount of display space for sculpture in the Club, the Art Committee welcomes the submission of three dimensional work. However, the jury will be obliged to take into account the number of pieces that can be accommodated in this regard. Low relief work that can be hung on the Club's walls is encouraged provided there is a suitable hanger on the work that is compatible with our hanging system.

Delivery and Pick-up

- Generally up to three works may be submitted per person per exhibition. Check the LAMPsletter for details of specific shows.
- Entry forms must accompany submissions. These forms can be found on the Club's website and filled out at home. Printed forms are also available through the office and at the table during intake.
- Artists are responsible for the delivery and pick-up of their work. Out-of-town or in-town deliveries that do not conform to these guidelines risk rejection at the intake.
- Any packaged work must be unpacked by the artist and all packaging materials removed from the Club.
- All work should be picked up promptly after jurying in regard to unaccepted work. Exhibitors should pick up their work on the day that the show comes down. Any work that is not picked up during those times will be stored in the small locked cupboard on the lower level with all the risks that this entails. Work that is too large for storage in the cupboard presents a special problem for those handling the work. Consultation with the Exhibitions Chair of the Art Committee will be required in this case.
- Artists are responsible for checking the accuracy of the information on the identifying wall tag next to their work.
- Work must be removed within 14 days of the close of an exhibition. Before leaving the building, work must be checked out against the Club's records in a binder in the office.
- Unclaimed work will become the property of the Club and will be disposed of as the Club sees fit.
- The Club charges 20% commission on all sales.

Club Liability

- An art submission form must be completed in full before works of art will be accepted for jurying. A copy of this form will be kept in the Club files. Work that has met all criteria required in these Guidelines and has been accepted at the intake table for jurying will be insured against loss or damage to the extent of fair value indicated on the submission for up to 14 days following the take down of an exhibition.
- The third floor studio is not a storage facility. Any work left for drying in the studio is not covered by insurance.

Club Exhibitions

The Art Committee is always alert for members' work that is original, innovative, well presented and successful in communicating the artist's intentions by whatever means, provided that such work can be accommodated within the Club's display facilities.