

Artpoint Gallery and Studios Society
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www.artpoint.ca

MEMBER INFORMATION

PROSPECTIVE MEMBERS:

All prospective members must submit works of art with an artist's statement and resume to a jury. If original work is not possible, slides or photographs of work may be submitted. We prefer that you do not submit digital portfolios. Contact the Curator or Gallery Attendant for arranging the submission of work to a jury. The society membership fee is \$120.00 /year for a volunteering membership or \$200.00 /year for a non-volunteering membership. Make cheques payable to **Artpoint Gallery and Studios Society**. If you wish to put a sample portfolio on our website there is an additional \$25.00 fee.

SUBMITTING WORK:

When you are submitting work for display in the hallways, for a solo or group show, please include:

Artists name, title of piece, medium and price.

This information should be posted on the back or bottom of the artwork.

All artists are requested to supply the gallery with 2-3 new works (depending on size) for display on a monthly basis.

Displays in the halls are changed in conjunction with show changes approximately every three weeks. Works should be brought to the curator in the last few days of a gallery show. Copies of the show schedule are available from the curator. When submitting work, you must complete one of the inventory forms, which are available in the office. The Gallery Attendant is responsible for label making and, in the event that you are having a show, this information is required at least one week in advance.

INSURANCE:

Artists are responsible for insuring their own artwork.

SALE OF ARTWORK:

All artwork displayed in hallways and gallery should be for sale.

All artwork sold from the hallways and the galleries are subject to 25% commission. All invoices and cheques are to be addressed to and handled by Artpoint Society. To avoid confusion, the curator must be notified of all works taken from display areas or storage room. If sold, sold stickers are available in the office. Non-members will be charged 40% commission for a solo show.

SOLO OR SMALL GROUP SHOWS:

Members are entitled to one show per rotation (a rotation is usually a one year duration). Shows are booked through the office. When booking the shows, Artpoint requires a deposit to hold the gallery space, which is refunded when the show goes up. The fees vary depending on the gallery space you have booked.

Main Gallery = \$100.00

Red Gallery = \$50.00

Upstairs Gallery = \$50.00

Artists are responsible for the creation and circulation of invitations and posters. Invitations should be made available at Artpoint at least four weeks in advance, for gallery visitors. Your other invitations should be mailed approximately two-three weeks in advance of your exhibition. We suggest that one week prior to your show, you distribute posters to the Inglewood/Ramsay area businesses.

When having a show, all artists must submit information about their show/ works to the Gallery Attendant at least two months in advance. Press releases will be submitted to the various publications that we advertise in, and information put onto the website. A couple photographs of your works or a digital copy of your advertising is required to put up on the website. If you are unable to produce a digital copy of these, you may submit them to the office and the gallery attendant will make copies. Artpoint maintains an e-mail mailing list, which will be notified before an upcoming show.

Artists are responsible for hanging, maintaining and “manning” their show in the

gallery. We strongly advise that you consult with the curator regarding framing, selection of pieces and hanging techniques for an effective presentation. All artists are responsible for attending the opening and closing of their own reception. They are responsible for supplying and setting up of food, coffee etc. in consultation with the special events coordinator. The society supplies plastic wine glasses and Styrofoam cups. If you wish differently, you are expected to supply an alternative. Coffee equipment is available. Beer, wine, soft drinks and water will be available for a donation to the society, at a location which will be manned by society members.

All artists are expected to tend their exhibition during open hours on Saturdays (11am - 5pm). It is necessary for out-of-town artists, if unable to attend, to make arrangements with the Gallery Attendant.

Please remove wrappings from artworks and take them with you then return with it for pickup. Unfortunately we do not have storage room to accommodate extra wrapping/ boxes etc.

GROUP SHOWS:

As a member of the society, you are entitled to participate in group shows during Artwalk and Christmas, Theatre Calgary exhibitions, on-going hallway displays, and other events throughout the year.

NEWSLETTER:

You will receive a newsletter from Artpoint every 1-3 months, which will contain important information, including deadlines for submission of work for group shows.

WEBSITE:

Artpoint has a website (www.artpoint.ca) where you can have a page to display a

sample of your work and bios. You can have a page on the website for a fee of \$25.00/ year. You can submit a number of good quality photographs of your work, properly labelled with your name, title of the piece, size, medium and price. You can also submit an artist's statement and curriculum vitae. In addition, even if you do not wish to have your own page, feel free to e-mail the Gallery Attendant or Web mistress about upcoming shows or events that you feel are pertinent to our society.

MEETINGS:

Artpoint has monthly meetings for executive members which deal with everyday society business. General Meetings are held at least once a year and will be announced through e-mail or letters well ahead of time. There may also be member events which are more social, which are also announced ahead of time.

VOLUNTEERING:

Since we are an artist-run cooperative, we rely on volunteering from the membership to help things run smoothly. There are many volunteer opportunities, ranging from helping with gallery/ building upkeep to bartending at openings. See the Gallery Attendant for more information on volunteer opportunities.

IMPORTANT NOTICE: In consideration of the exhibition of your work at Artpoint Gallery and Studios Society, you are hereby advised that the Society and its members cannot be liable for any damage to or loss of such work while exhibited, however caused.