



# Square Foot Show 2021

Exhibition & Sale: November 24<sup>th</sup> - December 30<sup>th</sup>, 2021

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## Guidelines for Submitting Artwork

- There is a **\$35 fee (HST included)** to participate in the exhibition - this fee is non-refundable. Payable by e-transfer, cheques, credit card (via PayPal), debit or cash. A \$25 NSF fee will be charged for returned cheques. Please make cheques out to **Westland Gallery**.
- Artist must be 16 years of age or older. Artists may submit 3 pieces for consideration. One (1) piece is guaranteed to be exhibited and is contingent on the quality of the work and the number of submissions. **The Entry Fee covers all three works.**
- Westland Gallery receives a 50% commission from all work sold at the exhibition. Artists determine retail cost. **Minimum Retail Price is \$150.** All artwork must be for sale and must be priced and sold individually. All artworks are represented by Westland Gallery and are for sale exclusively through the gallery for the duration of the exhibition. Any sales leads acquired by exposure to the works at Westland Gallery and through any advertisement of the exhibition both by the gallery or by the artist are subject to 50% commission.
- All artwork must be **12" x 12" OUTSIDE dimensions (NO BIGGER NO SMALLER)** and not more than 5 inches deep. For **framed flat artwork**, the artwork itself must be a minimum of 6" x 6" and must be **SQUARE**. If artwork is framed, the frame must be 12x12" on the outside. Mixed media works that make creative use of the entirety of the square foot area (for example within a shadow box) are considered square. Any artwork that does not meet the dimensional criteria will not be accepted.
- Artwork will not be considered if a digital image is not submitted before the **due date of Wednesday October 20<sup>th</sup> at 11:59 pm.**
- Artwork will not be accepted if it has been shown in a previous Square Foot Show at Westland Gallery.
- Westland Gallery may use images of your artworks to promote the Square Foot Show at its own discretion. By participating in the exhibition, you agree to license the copyright of submitted artworks to Westland Gallery for the purpose of web promotion, exhibition, and publication.
- Westland Gallery is not responsible for the delivery or return of your artwork, nor for storing artwork after the pick-up dates. **Artists must deliver and collect their work** at the time designated. Drop off and pick up will be by appointment. If sending artwork by mail, please include return postage.
- **All artwork left at Westland Gallery** two weeks after the designated pick-up dates will become the property of Westland Gallery to dispose of at its discretion.
- **Installation and curatorial decisions fall to Westland Gallery.** We cannot guarantee where artwork will be hung in the gallery, nor can we guarantee your pieces will be hung in series. Once artwork has been sold it may no longer be displayed.
- In case of unforeseen circumstances exhibition dates may vary.
- For all exhibition related correspondence use the email: **[squarefootshow@westlandgallery.ca](mailto:squarefootshow@westlandgallery.ca)**



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Westland Gallery 156 Wortley Rd. at Bruce, London ON N6C 3P5 Ph: 519.601.4420  
Em: [squarefootshow@westlandgallery.ca](mailto:squarefootshow@westlandgallery.ca) Web: [www.westlandgallery.ca](http://www.westlandgallery.ca)



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## Checklist

- APPLICATION FORM & ENTRY FEE DUE DATE** (\$35 HST included): **Sat. Oct. 9<sup>th</sup>, 11:59 pm**  
By email to [squarefootshow@westlandgallery.ca](mailto:squarefootshow@westlandgallery.ca), by mail or in-person. Payment by methods outlined on Application Form. Bio/ artist statement can be submitted with application/fee or on drop off days. **Applications happily accepted before the due date! Artwork cannot be dropped off until drop off days.**
  
- HIGH QUALITY IMAGES DUE DATE:** **Wed. Oct. 20<sup>th</sup>, 11:59 pm**  
Email your images to [squarefootshow@westlandgallery.ca](mailto:squarefootshow@westlandgallery.ca). Image files should be labelled "Artist Name – Artwork Name" or submitted in separate emails. We greatly appreciate image submissions sent in early. Artwork will not be considered for the show if a digital image is not submitted by the due date.
  
- DROP OFF DAYS BY APPOINTMENT:** **Tues. Nov. 16<sup>th</sup> and Wed. Nov. 17<sup>th</sup>**  
A link will be provided prior to Drop Off Days to book your appointment time. Artwork that is shipped must arrive by the end of the day on November 17th. When sending artwork by mail, include return postage.
  
- ARTWORK REQUIREMENTS:**
  - Your name, title of the artwork and medium MUST be written on the back of each work.**
  - All works must be dry, set, cured or fixed before packaging to avoid damage or smudging.**
  - Your artwork must have a wire or hanging system.** If artwork requires special hardware, tape a zip-lock bag containing hardware, and instructions to the back of your piece.
  
- PICK UP DAYS BY APPOINTMENT:** **Mon. Jan. 3<sup>rd</sup> and Tues. Jan. 4<sup>th</sup> 2022**  
A link will be provided prior to Pick Up Days to book your appointment time.

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## Add these dates to your calendar and put the list on your fridge!

<b>Application and Fee Due Date:</b>	Saturday, October 9 <sup>th</sup> at 11:59 pm
<b>Digital Images Help Night:</b>	Tuesday, October 19 <sup>th</sup> from 5:30-6:30pm
<b>Digital Images Due Date:</b>	Wednesday, October 20 <sup>th</sup> at 11:59 pm
<b>Artwork Drop-off Date #1:</b>	Tuesday, November 16 <sup>th</sup> , by appointment
<b>Artwork Drop Off Date #2:</b>	Wednesday, November 17 <sup>th</sup> , by appointment
<b>Exhibition &amp; Sale Dates:</b>	Wednesday, November 24th - Thursday December 30 <sup>th</sup> , 2021
<b>Artwork Pick-up Dates:</b>	Monday January 3 <sup>rd</sup> and Tuesday 4 <sup>th</sup> 2022, by appointment

**UNSOLD ARTWORK MUST BE PICKED UP DURING THE SPECIFIED TIMES!**



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