



Exhibition Rules For Libraries and Recreation Complexes

Arteast Ottawa is an invited guest of the City of Ottawa owned libraries and recreation complexes. These are multi-cultural family facilities and to retain this right, Arteast must abide by the standards appropriate for children and families. The Arteast coordinators at each facility are required to screen and deny inappropriate artwork that might cause complaints from the public and does not meet the following prescribed standards.

All artwork must be suitable for viewing by the public including children. Some subjects are deemed unsuitable for the public in our exhibition venues. If you are unsure whether your artwork is suitable, please send images of those work(s) to the lead coordinator two weeks prior to the exhibition for a decision.

1. Exhibitor must be a **current, paid up member** of Arteast Ottawa.
2. All entries must be clean, dry, and ready for hanging. This means the work must be wired with the appropriate gauge hanging wire and sturdy hardware (D-rings), the work must be framed (unless studio canvas is used), and the surface must be protected if the medium requires this precaution. For example, fragile works such as watercolours or pastels must be protected by glass. Please refer to Arteast's Hanging Guidelines [here](#).
3. The Arteast Coordinator reserves the right to refuse works that are inappropriate because of subject matter, size, and type of frame or hanging hardware.
4. All artworks must be identified on the back of the work with the name of the artist, title, medium, contact details and sale price.
5. There will be an entry fee at some exhibition venues to help defray costs of mounting the exhibition. Applicable entry fees are noted on the Arteast website here.
6. Arteast Ottawa is run by volunteers. It relies on the active support of its members. You may be asked to take part in a volunteer activity, if needed.
7. All exhibition sales will be handled by the Arteast Coordinator. A 15% commission will be payable to Arteast Ottawa at the time of the sale.
8. Works must be for sale and sold as exhibited (i.e., they cannot be sold without the frame, or any other caveat).
9. No changes in the artwork title or price will be made from that shown on the registration form. Members wishing their titles to appear in both languages must provide both titles on the registration form and do their own translation. Artist bios are to be bilingual.
10. Works must not be removed prior to the end of the exhibition. Participating exhibitors are required to pick their work up at the appointed time or make arrangements for someone else to do it for them. The removal of artworks must be supervised by the Arteast Coordinator.

11. Arteast Ottawa and the City of Ottawa reserve the right to use images for exhibited artwork for promotional purposes without infringing on the copyright entitlements of the artist.
12. A penalty for late pick-up of \$15.00 per day per piece will be payable to Arteast Ottawa for any artwork not picked up at the pre-arranged date/time. Please note that this does not apply to the library exhibitions.
13. Although Arteast Ottawa and the exhibition venues will take reasonable precautions for the security of artwork, entry is at the member's own risk. Members are strongly encouraged to protect their artwork against risks of loss or damage by obtaining proper insurance.
14. There may be size limitations on artwork at different exhibition venues. Please check with the Arteast Coordinator for details.